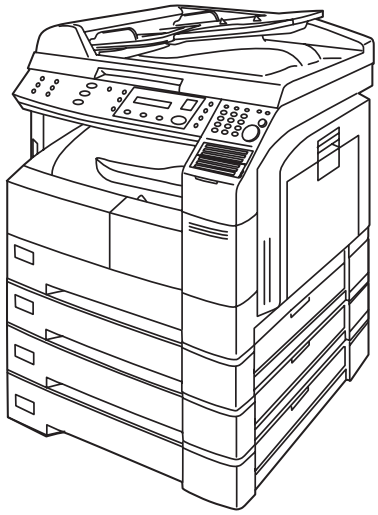
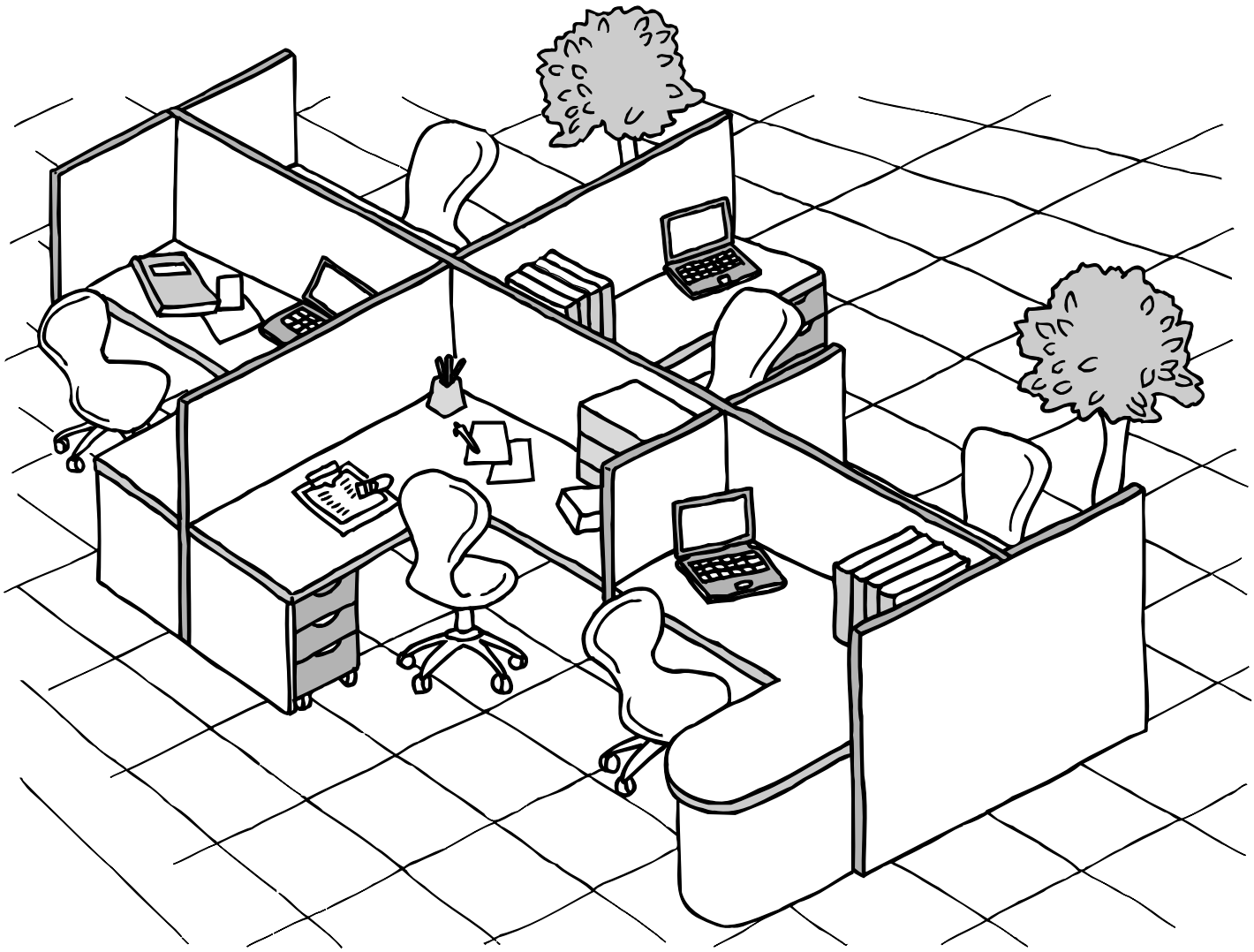


Panasonic

Digital Imaging System
Operating Instructions
(For Facsimile)

Model No. DP-1810F



Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

English

IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the machine as shown below. For your convenience, space is provided below to record information you may need in the future.

Model No.

Serial No.

Date of Purchase

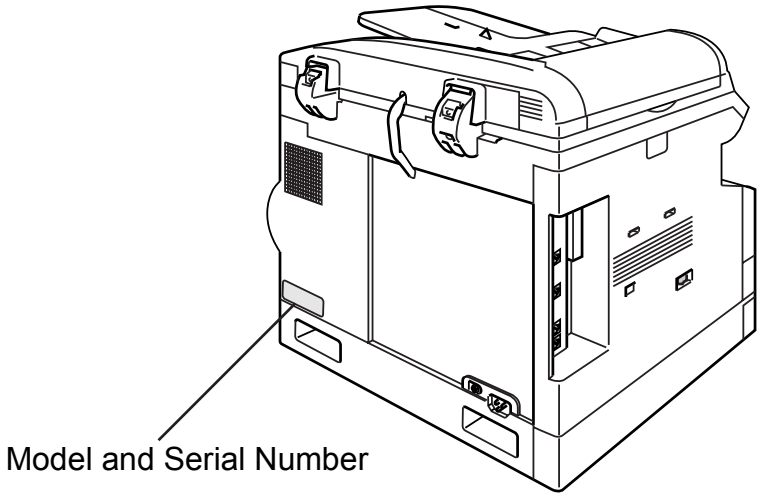
Dealer

Address

Telephone Number
( ) -

Supplies Telephone Number
( ) -

Service Telephone Number
( ) -



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The contents of these Operating Instructions are subject to change without notice.

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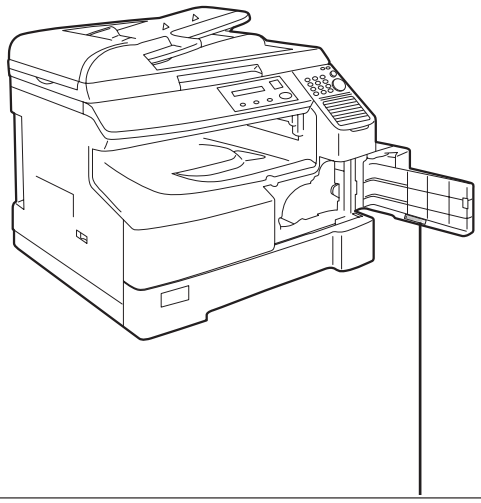
Safety Information

⚠WARNING denotes a potential hazard that could result in serious injury or death.

- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY EARTHED.
- THIS PRODUCT UTILIZES A LASER. ONLY QUALIFIED SERVICE PERSONNEL SHOULD ATTEMPT TO SERVICE THIS DEVICE DUE TO POSSIBLE EYE INJURY.
  CAUTION - USE OF CONTROLS OR ADJUSTMENTS OR PERFORMANCE OF PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.
- THE MAINS PLUG ON THIS EQUIPMENT MUST BE USED TO DISCONNECT THE MAINS POWER. PLEASE ENSURE THAT THE SOCKET OUTLET IS INSTALLED NEAR THE EQUIPMENT AND SHALL BE EASILY ACCESSIBLE.
- MAKE SURE THAT THE MACHINE IS INSTALLED IN A SPACIOUS OR WELL VENTILATED ROOM SO AS NOT TO INCREASE THE AMOUNT OF OZONE IN THE AIR. SINCE OZONE IS HEAVIER THAN AIR, IT IS RECOMMENDED THAT AIR AT FLOOR LEVEL BE VENTILATED.



- **DANGER** : Invisible laser radiation when open and interlock defeated. AVOID DIRECT EXPOSURE TO BEAM.
- **CAUTION** : Invisible and hazardous laser radiation when interlocks defeated. AVOID EXPOSURE TO BEAM.
- **ATTENTION** : Rayonnement laser invisible dangereux lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.
- **VORSICHT** : Unsichtbare Laserstrahlung, wenn Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.
- **PELIGRO** : Cuando se invalida el bloqueo,se producen radiaciones invisibles de láser. EVITESE LA EXPOSICIÓN DIRECTA A TALES RAYOS.
- **VAROI** : Näkymätöntä ja vaarallista lasersäteilyä suojalukitus ohitettaessa. Vältäsuoraa altistumista säteelle.
- **ADVARSEL** : USYNLIG LASERSTRALING NÅR SIKKERHEDSAF- BRYDERE ER UDE AF FUNKTION. UNDGÅ UDSETTELSE FOR STRÅLING.
- **ADVARSEL** : USYNLIG LASERSTRALING NÅR SIKKERHEDS-LÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.
- **VARNING** : OSYNLIG LASERSTRÅLNING NÄR SPÄRRAR.ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **注意** : 为防止激光照射，当连接本机时，请勿暴露在光柱下。
- **주의** : 인결장치가 고장 났을 때에는 눈에 보이지않고 위험한 레이저 방사선이 빛에 직접 닿지않도록 해 주십시오.

FBS8902

Safety Information

⚠ CAUTION denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
  REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.
- TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.
- DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE REMOVED. REPLACE THE COVER(S) BEFORE THE UNIT IS RE-ENERGIZED.

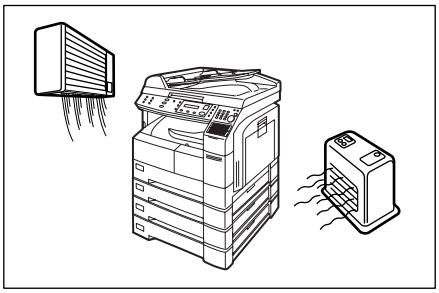
⚠ IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

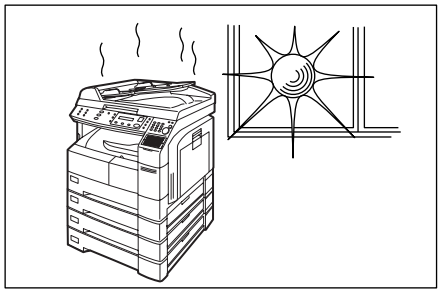
- DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.
- AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.
- DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.
- USE ONLY THE POWER CORD AND BATTERIES INDICATED IN THIS MANUAL. DO NOT DISPOSE OF BATTERIES IN A FIRE, THEY MAY EXPLODE. CHECK WITH LOCAL CODES FOR POSSIBLE SPECIAL DISPOSAL INSTRUCTIONS.

Safety Information

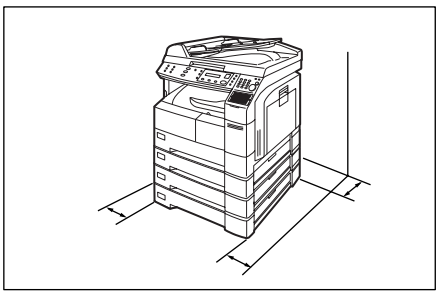
⚠ CAUTION denotes hazards that could result in minor injury or damage to the machine.



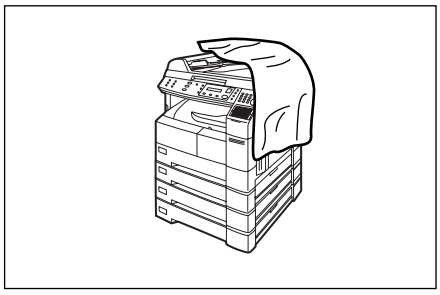
Do not install the machine near heating or an air conditioning unit.



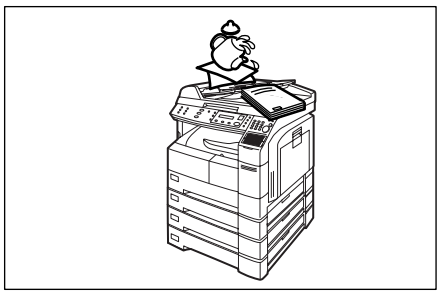
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 4 inches (10 cm) of space between the machine and other objects.



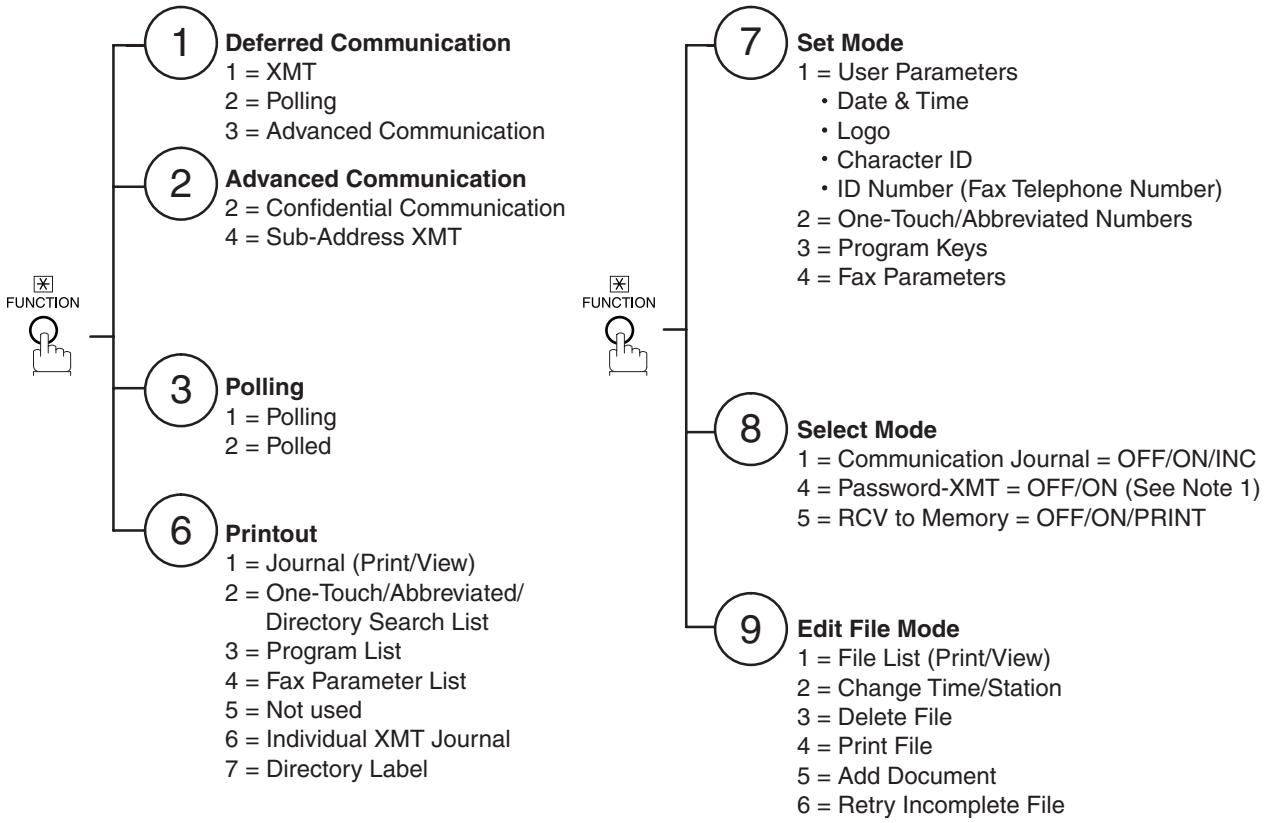
Do not block the ventilation openings.



Do not place heavy objects or spill liquids on the machine.

Function Key

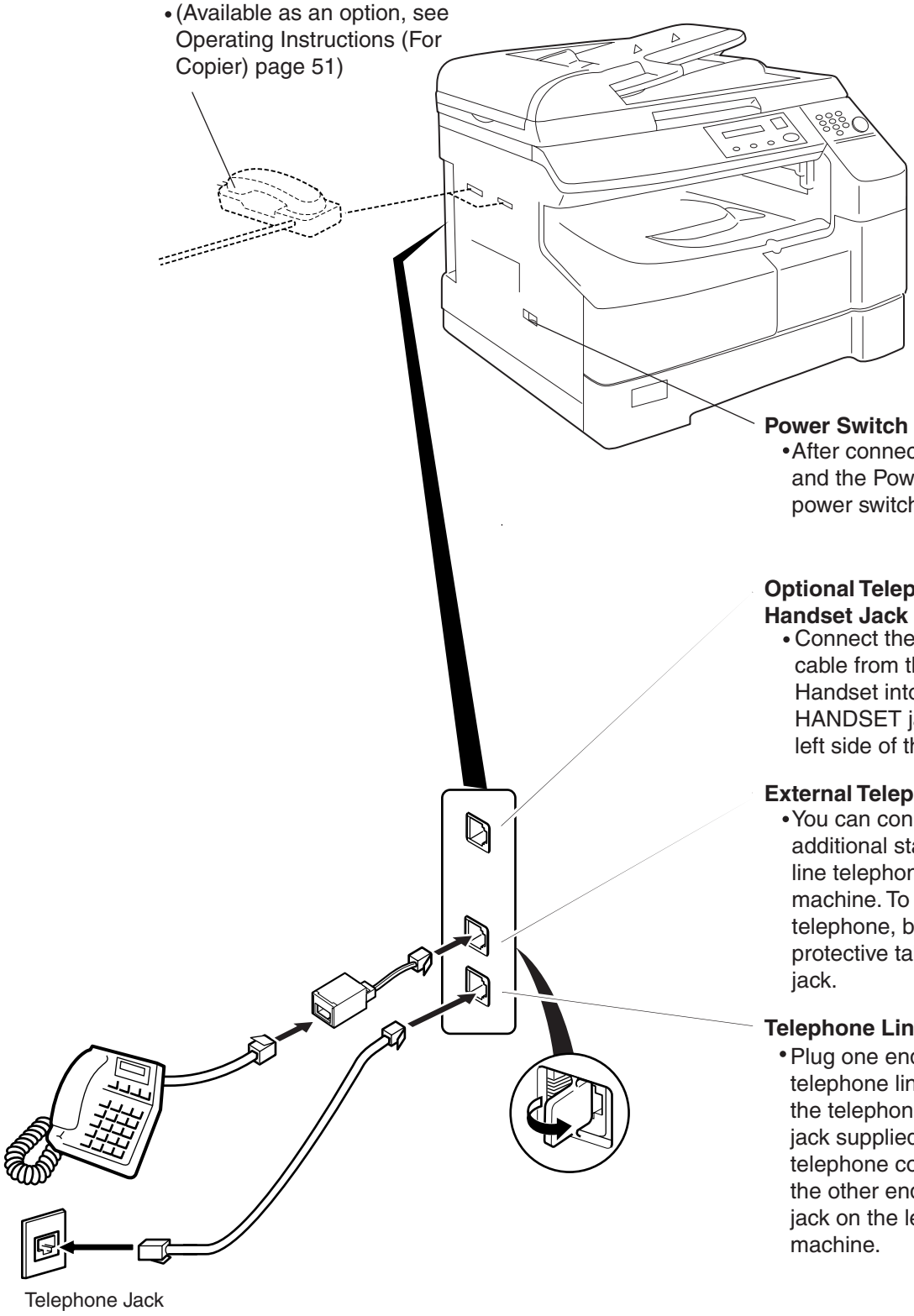
Any function can be started by first pressing FUNCTION and then enter the function number, or by pressing ▼ or ▲ scroll key repeatedly until the desired function appears on the display.



NOTE

1. *If Fax Parameter is not preset to a Valid position, which enables you to use the function, the display will not show the function.*

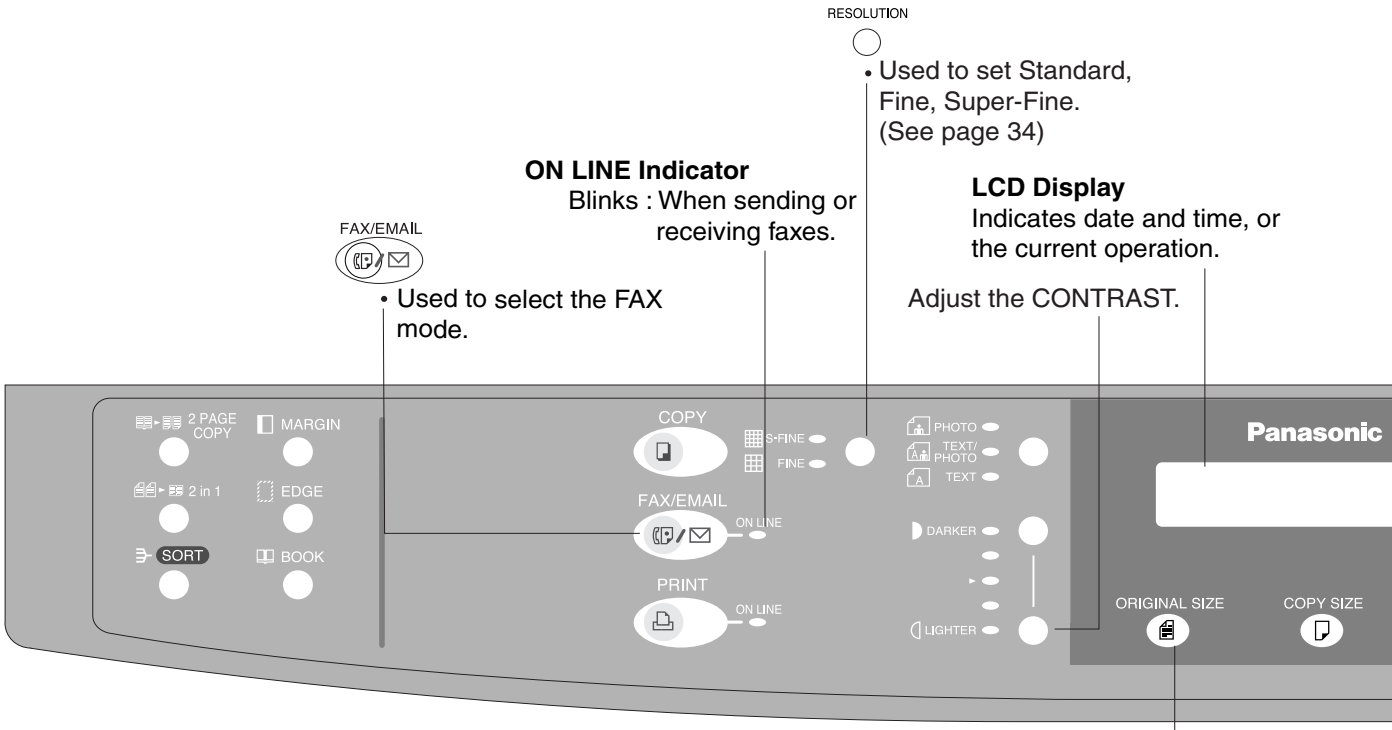
External View


Handset
• (Available as an option, see Operating Instructions (For Copier) page 51)
Power Switch
• After connecting all cables and the Power Cord, turn the power switch ON.
Optional Telephone Handset Jack
• Connect the telephone line cable from the Optional Handset into the HANDSET jack on the left side of the machine.
External Telephone Jack
• You can connect an additional standard single line telephone to the machine. To connect the telephone, break off the protective tab on the TEL jack.
Telephone Line Jack
• Plug one end of the telephone line cable into the telephone jack supplied by the telephone company and the other end into the LINE jack on the left side of the machine.
Telephone Jack

NOTE

1. *The shape of the telephone line cable and power cord may differ depending on the each country's regulation or specification.*

Control Panel



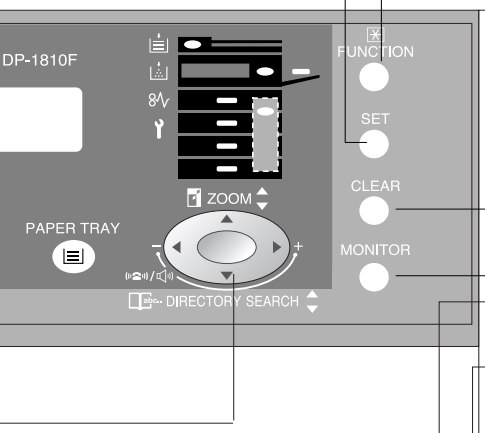
ORIGINAL SIZE

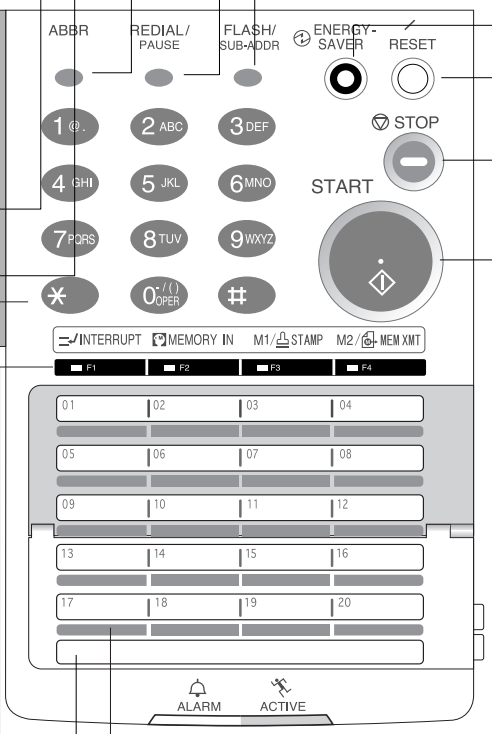
• Used to select the original size manually.

Used for the following:

- Adjust the monitor and ringer volume. (See page 15 to 16)
- Move the cursor while entering numbers and characters.
- Search the station name for Directory Search Dialling.
- Confirm the entered station for multi-station communication.
- Select functions.
- Confirm the current communication modes (e.g. Page number, ID, Dialled Telephone number, File number) when the unit is ON LINE.

Control Panel





FUNCTION
- Used to start or select the function and subfunctions. These functions are explained in detail on page 10.

CLEAR
- Use this button when correcting entered numbers or characters.

MONITOR
- Used to start On-Hook Dialling or entering the space between the characters. (See page 53)

ABBR
- Used to start Abbreviated Dialling. (See page 42 and 49)

REDIAL/ PAUSE
- Used to enter a pause when entering or dialling a telephone number, or to redial the last dialled number.

FLASH/ SUB-ADDR
- Used to separate the Sub-Address from the telephone number when dialling, or to access some features of your PBX.

SET
- Used to set operations.

ENERGY-SAVER
- Used to switch the machine into energy saving mode. For more details, see page 23 of the Operating Instructions (For Copier.)

RESET
- Use this button when resetting all the previously set functions.

STOP
- Press this button when you want to stop communication, registration operation, or audible tone.

START
- Press this button to start transmitting or receiving a fax.

Keypad
- Used for manual number dialling, entering phone numbers, inputting sentences, characters and words, and numerical entries.

✱ Key
- Used to temporarily change the dialling mode to Tone when Pulse mode is set.

M1/ STAMP
- Used to turn the verification stamp ON or OFF. (See page 35)

M2/ MEM XMT
- Used to select either memory or direct communication. (See page 37 to 50)

One-Touch Keys (01-52)
- Used for One-Touch Dialling. (See page 41 and 48)

Program Keys (P1-P8)

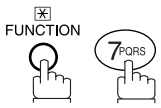
Setting the Dialling Method (Tone or Pulse)

General Description

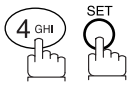
Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

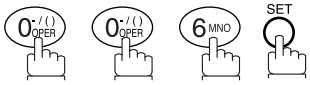
to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
      NO.=
```

3 


```
06 DIALLING METHOD
 2:TONE
```

4 Set the dialling method for the First Telephone Line.

for “PULSE“.

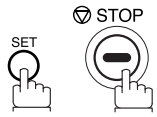
```
06 DIALLING METHOD
 1:PULSE
```

or

or

for ”TONE”.

```
06 DIALLING METHOD
 2:TONE
```

5 

Adjusting the Volume

General Description

You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

Setting the Monitor Volume

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 MONITOR

You will hear the dial tone through the speaker.

```
* MONITOR *
▮
```

2

repeatedly to raise the volume.

```
   MONITOR VOLUME
LOW [■■■■■■■■] HIGH
```

or

repeatedly to lower the volume.

```
   MONITOR VOLUME
LOW [        ] HIGH
```

3 MONITOR

NOTE

1. *You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 10 (KEY/BUZZER VOLUME). (See page 29)*

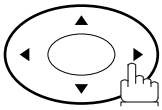
Setting the Ringer Volume

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 Standby

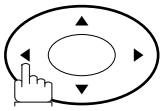
```
15-MAR-2002 15:00
                00%
```

2


repeatedly to raise the volume.

```
RINGER VOLUME
(((( ☎ ))))
```

or


repeatedly to lower the volume.

```
RINGER VOLUME
(( ☎ ))
```

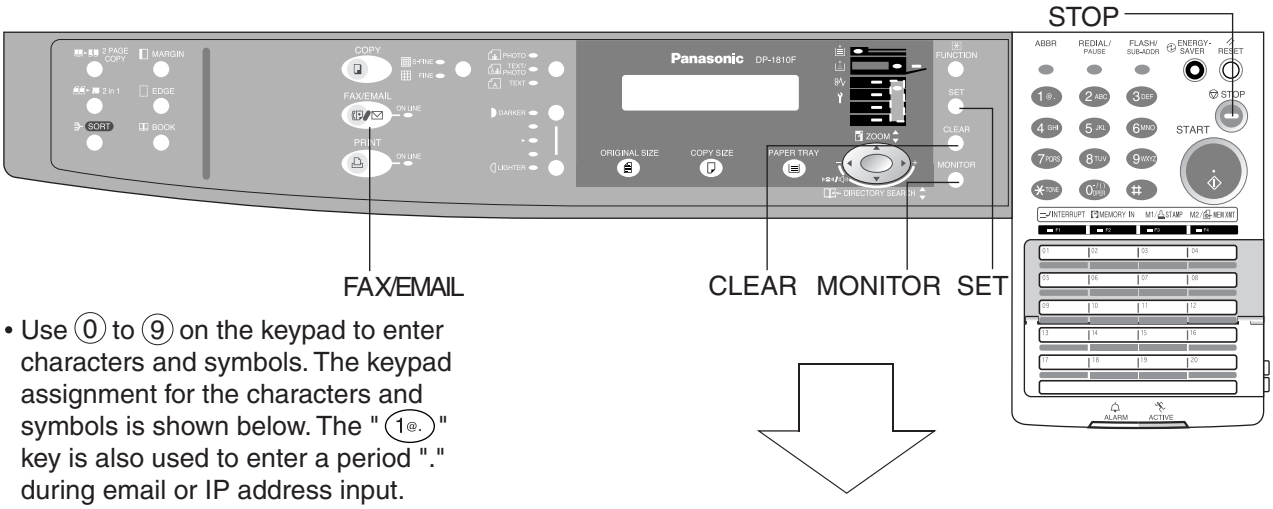
3

NOTE

1. *You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 10 (KEY/BUZZER VOLUME). (See page 29)*

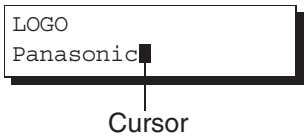
How To Enter Characters

To enter characters or symbols follow the steps below.



- Use (0) to (9) on the keypad to enter characters and symbols. The keypad assignment for the characters and symbols is shown below. The " (1@.) " key is also used to enter a period "." during email or IP address input.

Ex: LOGO



To enter "Panasonic"

Character	Keypad	Key Strokes
P	7	1
a	2	5
n	6	6
a	2	5
s	7	9
o	6	7
n	6	6
i	4	7
c	2	7

	Characters and number of key strokes													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	@ . (Å	å	Ä	ä	Ö	ö	Ü	ü	È	è	É	é	Æ	æ	Ñ) 1
2	A (a)	B (b)	C (c)	2	a (A)	b (B)	c (C)							
3	D (d)	E (e)	F (f)	3	d (D)	e (E)	f (F)							
4	G (g)	H (h)	I (i)	4	g (G)	h (H)	i (I)							
5	J (j)	K (k)	L (l)	5	j (J)	k (K)	l (L)							
6	M (m)	N (n)	O (o)	6	m (M)	n (N)	o O)							
7	P (p)	Q (q)	R (r)	S (s)	7	p (P)	q (Q)	r (R)	s (S)					
8	T (t)	U (u)	V (v)	8	t (T)	u (U)	v (V)							
9	W (w)	X (x)	Y (y)	Z (z)	9	w (W)	x (X)	y (Y)	z (Z)					
0 -/()	-	/	(	)	_	(,)	’	:	&	+	=	0		

- Select and continue pressing the appropriate key on the keypad until the desired Character / Symbol is displayed, then select another key on the keypad to enter the next Characters / Symbols. If the next Character / Symbol that you wish to enter falls on the same key, press ▶ , to set the first Character / Symbol first before continuing. Press SET to complete the registration.

Ex: To input an "o" and "n", the (6) key is used for both Characters.
Enter as follows: (6) × 7 ▶ (6) × 6 SET

- To delete a Character / Symbol, press CLEAR/STOP
- To enter a space, press MONITOR
- (Bracket characters) are not indicated when entering the email address.

User Parameters

General Description

Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help to identify you when you send or receive documents.

These parameters can be programmed via your PC by using the Configuration Editor included with the Panasonic Document Management System software CD-ROM (included with the machine).

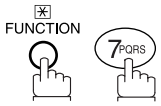
Follow the Operating Instructions included with the Panasonic Document Management System application.

Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

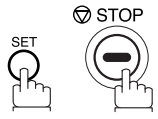

```
DATE & TIME
  ▮1-01-2001 00:00
```

4 Enter the new date and time.

Ex: ① ⑤ Date : 15th
⓪ ③ Month : March
② ⓪ ⓪ ② Year : 2002
① ⑤ ⓪ ⓪ Time : 3:00 PM

If you make a mistake, use ◀ or ▶ to move the cursor over the incorrect number, then overwrite it with a correct one.

```
DATE & TIME
   15-03-2002 15:00
```

5 

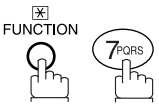
Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your transmission.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

repeatedly until display shows;

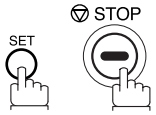
```
LOGO
▮
```

4 Enter your LOGO (max. 25 characters and digits) by using the Keypad. (See page 17)

```
LOGO
PANASONIC▮
```

Ex: [P] [A] [N] [A] [S] [O] [N] [I] [C]

If you make a mistake, use [◀] or [▶] to move the cursor one space beyond the incorrect character, press [CLEAR] then re-enter the new character.
If more than 19 characters are entered, the left side characters will scroll off the display.

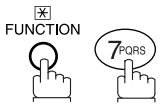
5 

Setting Your Character ID

If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

repeatedly until display shows;

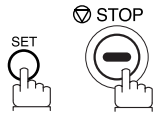
```
CHARACTER ID
■
```

4 Enter your Character ID (max. 16 characters and digits) by using the Keypad. (See page 17)

```
CHARACTER ID
HEAD OFFICE■
```

Ex: [H][E][A][D][MONITOR][O][F][F][I][C][E]

If you make a mistake, use [◀] or [▶] to move the cursor one space beyond the incorrect character, press [CLEAR] then re-enter the new character.

5 

NOTE

1. The special characters of Å, Ä, Ö, Ü, Æ, È, É and Ñ cannot be used for Character ID.

Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number. (Max. 20 digits)

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 1@.

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3 SET repeatedly until display shows;

```
ID NO.
■
```

4 Enter your ID (max. 20 digits) by using the keypad and [MONITOR] key to enter a space between numbers.

```
ID NO.
201 555 1212■
```

Ex: ② ⓪ ① [MONITOR] ⑤ ⑤ ⑤ [MONITOR] ① ② ① ②

If you make a mistake, use [◀] or [▶] to move the cursor one space beyond the incorrect number, press [CLEAR] then re-enter the new number.

5 SET STOP

NOTE

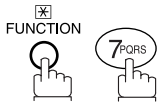
1. *You may use ✱ to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.*
   Ex :+1 201 555 1212 +1 for U.S.A. country code.
   +81 3 111 2345 +81 for Japan country code.

memo

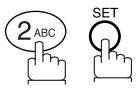
Entering One-Touch/Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

To enter a One-Touch key, follow the steps below

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
1:ONE-TOUCH
2:ABBR NO.
```

3


```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

4 **Ex:** 01

```
<01>
ENTER TEL. NO.
```

5 Enter the telephone number
(up to 36 digits including pauses and spaces).
Ex: ⑨ [PAUSE] ⑤ ⑤ ⑤ [MONITOR] ① ② ③ ④

```
<01>
9-555 1234
```

6


```
<01>ENTER NAME
9-555 1234
```

7 Enter the station name using the Keypad
(up to 15 characters).
Ex: [S] [A] [L] [E] [S] [MONITOR] [D] [E] [P] [T]

```
<01> SALES DEPT
9-555 1234
```

8

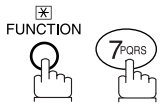

```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

To record another number, repeat Steps 4 to 10.

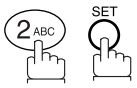
To return to standby, press [STOP].

Entering One-Touch/Abbreviated Dialling Numbers

To set an Abbreviated Dialling Number, follow the steps below

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
1:ONE-TOUCH
2:ABBR NO.
```

3


```
ABBR.[■  ]
ENTER ABBR NO.
```

4 **Ex:** (0)(2)(2) (001 to 100)

```
[022]
ENTER TEL. NO.
```

5 Enter the telephone number
(up to 36 digits including pauses and spaces).
Ex: (9) [PAUSE] (5)(5)(5) [MONITOR] (2)(3)(4)(5)

```
[022]
9-555 2345■
```

6


```
[022]ENTER NAME
9-555 2345
```

7 Enter the station name using the Keypad
(up to 15 characters).
Ex: [A][C][C][O][U][N][T][I][N][G]

```
[022]ACCOUNTING■
9-555 2345
```

8


```
ABBR.[■  ]
ENTER ABBR NO.
```

To record another number, repeat Steps 4 to 10.
To return to standby, press [STOP].

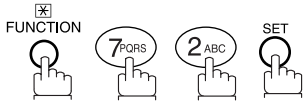
NOTE

1. *If you require a special access number to get an outside line, enter it first and then press* [PAUSE]*. A hyphen "-" is displayed for pause.*
2. *Use* [MONITOR] *to enter a space between the numbers to make it easier to read.*
3. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* (✱) *(represented by a"/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
   Ex: 9 PAUSE * 5551234
4. *You can search for an unused One-Touch key or ABBR. number by pressing* [▲] *or* [▼] *in Steps 3 or 4.*

Changing or Erasing One-Touch/Abbreviated Dialling Numbers

If you have to change or erase any of the One-Touch/Abbreviated dialling numbers, follow the steps below.

To change the settings of a One-Touch/ABBR dialling number

1 


```
1:ONE-TOUCH
2:ABBR NO.
```

2 Press (1) for One-Touch Dialling Number.
Press (2) for ABBR. Dialling Number.
Ex: (1)

```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

3 **Ex:** 01

```
<01> SALES DEPT
9-555 1234
```

4

then enter a new telephone number. (See Note 1)
Ex: (9) PAUSE (5)(5)(5) MONITOR (3)(4)(5)(6)

```
<01> SALES DEPT
ENTER TEL. NO.
```

```
<01> SALES DEPT
9-555 3456
```

5


```
<01>SALES DEPT
9-555 3456
```

6

Ex: P A N A F A X

```
<01>ENTER NAME
9-555 3456
```

```
<01> PANAFAX
9-555 3456
```

7


```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

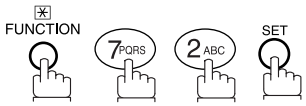
To record another number, repeat Steps 3 to 9.
To return to standby, press STOP.

NOTE

1. *If you make a mistake, use ◀ or ▶ to move the cursor one space beyond the incorrect number, press CLEAR then re-enter the new number.*
2. *If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished. To change or erase the settings, cancel the communication first by Edit File Mode. (See page 78)*

Changing or Erasing One-Touch/Abbreviated Dialling Numbers

To erase the settings of a One-Touch/ABBR dialling number

1 


```
1:ONE-TOUCH
2:ABBR NO.
```

2 Press (1) for One-Touch Dialling Number.
Press (2) for ABBR. Dialling Number.
Ex: (1)

```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

3 Enter the station you wish to erase.
Ex: 01

```
<01> SALES DEPT
9-555 1234
```

4


```
<01> SALES DEPT
ENTER TEL. NO.
```

5


```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

To return to standby, press STOP.

NOTE

1. If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished. To change or erase the settings, cancel the communication first by Edit File Mode. (See page 78)

Printing Out Directory Labels

After programming the one-touch dialling numbers, you can print the Directory Labels which include the first 12 characters of each station name. Peel each printed label off the sheet and place it over its corresponding One-Touch key on the panel. To print the Directory Labels, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 Insert the Directory Label sheet (FACE UP), into the upper most drawer that is configured for A4 size paper (PORTRAIT).

2 FUNCTION 6 MNO

```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

3 7 PQRS SET

```
* PRINTING *
DIRECTORY LABEL
```

Your machine prints out the directory label.

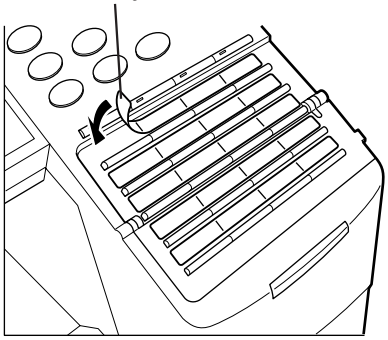
Panasonic DP-1810F Directory Labels

*** Set this label sheet in the A4 size paper drawer, FACE UP ***

01 AMERICA	02 AFRICA	03 ASIA	04 BRASIL
05 CANADA	06 JAPAN	07	08
09	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48

The labels to the left will be printed when feeding in this direction.

Directory Label



NOTE

1. If attaching a new Directory Label, please remove the old one first.

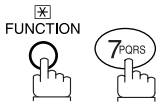
General Description

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution and Contrast parameters, can be temporarily changed by simple key operation just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

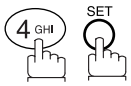
Setting the Fax Parameters

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
        NO.=
```

3 Enter Fax Parameter number from the Parameter Table. (See page 29 to 31)

Ex: ⓪ ⓪ ④ for **STAMP**

```
FAX PARAMETER(1-99)
        NO.=004
```

4


```
04 STAMP(HOME)
 1:OFF
```

5 **Ex:** ② for **ON**

```
04 STAMP(HOME)
 2:ON
```

6


```
05 MEMORY(HOME)
 2:ON
```

To set another parameter, press [CLEAR] to return to Step 3 or press [STOP] to return to standby.

NOTE

1. *To scroll the Fax Parameters in Step 2, press [▼] or [▲].*
2. *To print out a Fax Parameter List, see page 133.*

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
001	CONTRAST	1	Lightest	Setting the home position for the CONTRAST.
		2	Lighter	
		3	Normal	
		4	Darker	
		5	Darkest	
002	RESOLUTION	1	Standard	Setting the home position for the RESOLUTION.
		2	Fine	
		3	S-Fine	
003	ORIGINAL	1	TEXT	Setting the home position for the ORIGINAL.
		2	TEXT/ PHOTO	
		3	PHOTO	
004	STAMP	1	Off	Setting the home position for the STAMP. To select the stamp function when document is stored in memory, see Fax Parameter No. 28.
		2	On	
005	MEMORY	1	Off	Setting the home position for the MEMORY.
		2	On	
006	DIALLING METHOD	1	Pulse	Selecting the dialling method.
		2	Tone	
007	HEADER PRINT	1	Inside	Selecting the printing position of the header. **Inside** : Inside TX copy area. **Outside** : Outside TX copy area. **No print** : Header is not printed.
		2	Outside	
		3	No print	
008	HEADER FORMAT	1	Logo, ID No.	Selecting the header format.
		2	From To	
009	RCV'D TIME PRINT	1	Invalid	Selecting whether the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received document.
		2	Valid	
010	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Loud	
012	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off/Always/Inc. only. **Off** : Does not print **Always** : Always prints **Inc. only** : Prints only when communication has failed.
		2	Always	
		3	Inc. only	
013	AUTO JOURNAL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 100 transactions.
		2	Valid	
014	FILE ACCEPTANCE REPORT	1	Invalid	Selecting whether the machine prints the file acceptance journal. If you set this parameter to valid, a journal will print out after any memory communication.
		2	Valid	
017	RECEIVE MODE	1	Manual	Setting the reception mode to automatic or manual.
		2	Auto	

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
022	SUBSTITUTE RCV	1	Invalid	Selecting whether the machine receives to memory when the recording paper runs out, toner runs out or the recording paper is jammed.
		2	Valid	
024	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. **Fixed** :Reduce received document according to setting of Parameter No. 25. **Auto** : Reduce received document according to the length of received documents.
		2	Auto	
025	REDUCTION RATIO	70	70%	Selecting the fixed print reduction ratio from 70% to 100%. This parameter functions only when the fixed print reduction is selected on Fax Parameter No. 24.
		----	----	
		100	100%	
026	POLLING PASSWORD		(----)	Setting a 4-digit password for secured polling. (See page 69)
027	POLLED FILE SAVE	1	Invalid	Selecting whether the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
028	STAMP AT MEM. XMT	1	Invalid	Selecting whether the machine stamps the original documents when storing the documents into memory. (Depending on the Stamp setting on the Control Panel)
		2	Valid	
030	DRD SERVICE	1	Invalid	Selecting whether or not the machine is available "DRD Service". If this parameter is set to "Valid", your machine detects the specified ring pattern only to receive a document automatically.
		2	Valid	
031	INCOMPLETE FILE SAVE	1	Invalid	Selecting whether the machine retains the document in memory if the document is not successfully transmitted.
		2	Valid	
033	XMT REDUCTION	1	Invalid	Selecting whether the machine performs reduction when the transmitting original is wider than the recording paper used at the receiving machine.
		2	Valid	
035	DAYLIGHT TIME	1	Invalid	Selecting whether the clock adjusts for Daylight Saving Time automatically. The built-in clock will advance 1 hour at 1:00 am on the last Sunday in March and go back 1 hour at 1:00 am on the last Sunday in October.
		2	Valid	
037	RCV TO MEMORY		(----)	Enter a 4-digit password used to print out the received document in memory by using F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (See page 88)
038	ACCESS CODE		(----)	Enter a 4-digit Access Code to secure the machine from unauthorized use. (See page 86)
039	PIN CODE ACCESS	1	None	Selecting the access method (Prefix or Suffix) to dial a number with PIN Code. (See page 92)
		2	Suffix	
		3	Prefix	
042	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
043	PASSWORD-XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether the machine performs and checks the XMT-Password of the receiving station when transmitting. (See page 104)
		2	On	
044	PASSWORD-RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether the machine performs and checks the RCV-Password of the transmitting station when receiving. (See page 105)
		2	On	

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
048	TELEPHONE LINE	1	PSTN	Selecting the type of line connected.
		2	PBX	
049	PSTN ACCESS CODE		(----)	Setting PSTN Access Code. (max. 4 digits)
052	DIAGNOSTIC PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
053	SUB-ADDRESS PASSWORD		(----)	Setting a 20-digit password for secured sub-address communication.
057	COUNTRY CODE			Selecting the country code when installing your machine.
063	PC-FAX RCV MODE	1	Print	Selecting how the machine will execute the received Fax document(s). **Print** : Print the received document(s). **Upload & Print** : Print the received document(s) and upload it's file. **Upload** : Upload the received document file.
		2	Upload & Print	
		3	Upload	
077	DEPARTMENT CODE	1	Invalid	Selecting whether the machine performs the Department Code operation. (See page 94)
		2	Valid	
078	ROTATION XMT	1	Invalid	Selecting whether the machine performs rotation transmission.
		2	Valid	
082	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory Transmission. (See page 39 to 43) **Invalid** :Stores all documents into memory first before dialling the telephone number. **Valid** :Starts dialling the telephone number immediately after storing the first page.
		2	Valid	
097	SPECIAL TRAY No.1 - 3	1	None	Select up to 3 Special Trays that will not be used for printing received faxes (4-Tray configuration). One Tray must always be available for receiving Faxes. (You can specify one Tray (1 ~ 4) for each selection No. 1, No. 2 and/or No. 3)
		2	Tray 1	
		3	Tray 2	
		4	Tray3	
		5	Tray 4	
099	MEMORY SIZE (Flash Memory)	-	-	Displays the amount of base and optional memory installed. (Base Memory + Optional Memory)

NOTE

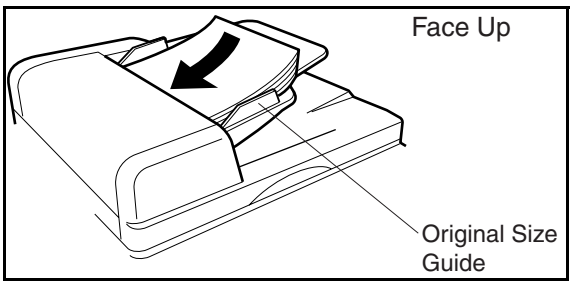
1. *The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 133.*
2. *The contents of Fax Parameter may differ depending on the each country's regulation or specification.*

memo

Loading Documents

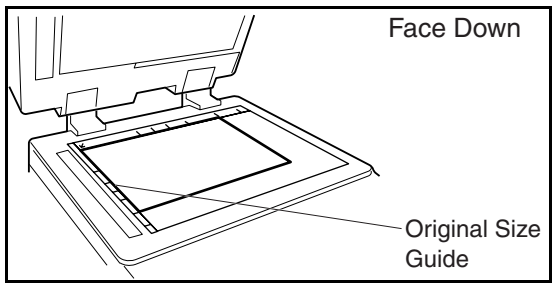
How to Load Documents

1. On the ADF / Inverting ADF



• Place the original(s) Face Up on the ADF until the leading edge placed into the machine stops.

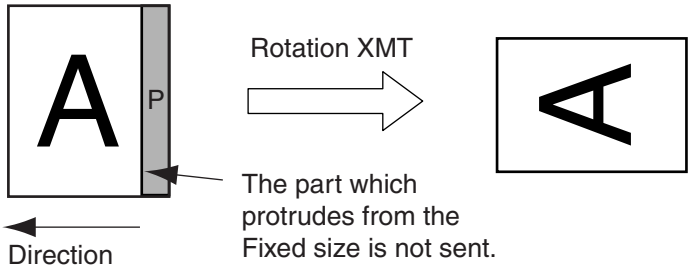
2. On the Platen Glass



• Place a book or an original Face Down on the Platen Glass, aligning it with the arrow mark on the original size guides.

Sending Non-Standard Size Documents

When transmitting non-standard size document(s), the machine may perform Rotate Transmission automatically and not transmit the portion of the document that exceeds the standard size ("P" portion). (See Note 1)



Flatbed Scanning

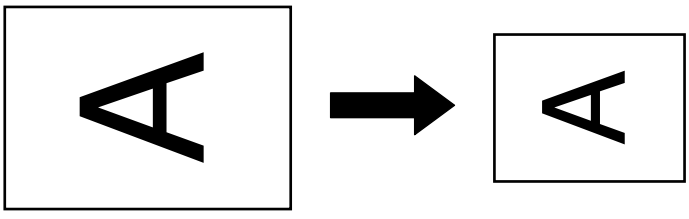
Place a book or an original face down on the Platen Glass, then press [ORIGINAL SIZE] to select the original size. The message "ANOTHER ORIGINAL?" is shown on the LCD display when [START] is pressed and the scanning is completed.

• If you wish to store another page, press [1:YES] and place another original, then press [START].

• If [2:NO] is pressed, the machine starts to dial the telephone number.

NOTE

1. *When an oversized original is sent to another machine, sometimes, it is reduced in accordance with the other party's recording paper size.*
   Ex:



A3 size A4 size

Basic Transmission Settings

General Description

You can temporarily change the transmission settings either before or after you place the document on the ADF.
These settings are as follows

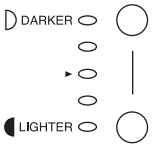
- Contrast
- Resolution
- Original (Text/Photo)
- Stamp
- Communication Journal
- Password-XMT

After your document(s) have been sent, your machine will automatically return to the preset settings.

Contrast

Your machine is preset to **Normal** contrast. If you wish to send a document with lighter contrast, change the setting to **Lighter**. If you wish to send a document with darker contrast, change the setting to **Darker**.

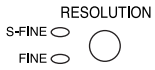
Press [LIGHTER] or [DARKER] :



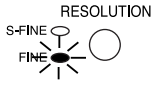
Resolution

Your machine is preset to **Standard** resolution, which is suitable for most documents.
Use **Fine** or **Super Fine** for detailed documents.

Press [RESOLUTION] to:



for standard originals



for detailed originals

for finer detailed originals

NOTE

1. *To change the preset Contrast position, change the setting of Fax Parameter No. 01. (See page 29)*
2. *To change the preset Resolution position, change the setting of Fax Parameter No. 02. (See page 29)*
3. *If you send a photographic original with gray tones, your machine is automatically set the Resolution to FINE or S-FINE (406 x 391 dpi) and the Original setting to Text/Photo or Photo. The reproduction of the received document will be determined by the capability of the remote station.*

Original (Text/Photo)

The Original setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to "TEXT". You can select either "TEXT/PHOTO" or "PHOTO" mode.

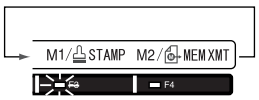
for text only originals

for text and photo originals

for photo or illustration originals

Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small ⊗ mark.



NOTE

1. *When you select TEXT/PHOTO, or PHOTO, your machine will automatically select Fine Resolution.*
2. *When you store a document in memory, the Verification Stamp will stamp on the document if it is successfully stored in memory. In this case the Verification Stamp is not a confirmation that the document was successfully transmitted. If you wish to disable the use of the Verification Stamp when storing document in memory, change the setting of Fax Parameter No. 28. (See page 30)*
3. *To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04. (See page 29)*

Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print out the Communication Journal as follows.

When COMM. JOURNAL = **OFF** : a Communication Journal will not print.
When COMM. JOURNAL = **ON** : a Communication Journal will print automatically after every communication.
When COMM. JOURNAL = **INC.** : a Communication Journal will print only if the communication has failed.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 8 TUV

```
SELECT MODE     (1-5)
ENTER NO. OR ∨ ∧
```

2 1@. SET

```
COMM. JOURNAL=INC
1:OFF 2:ON 3:INC
```

3 1@. for “OFF”.

```
COMM. JOURNAL=OFF
1:OFF 2:ON 3:INC
```

or

2 ABC for “ON” (Always prints).

```
COMM. JOURNAL=ON
1:OFF 2:ON 3:INC
```

or

3 DEF for “INCOMPLETE” only.

```
COMM. JOURNAL=INC
1:OFF 2:ON 3:INC
```

4 SET STOP

NOTE

1. *To change the preset Comm. Journal condition, change the setting of Fax Parameter No. 12.* *(See page 29)*

Sending Documents

General Description

You can choose either Memory or Direct Transmission.

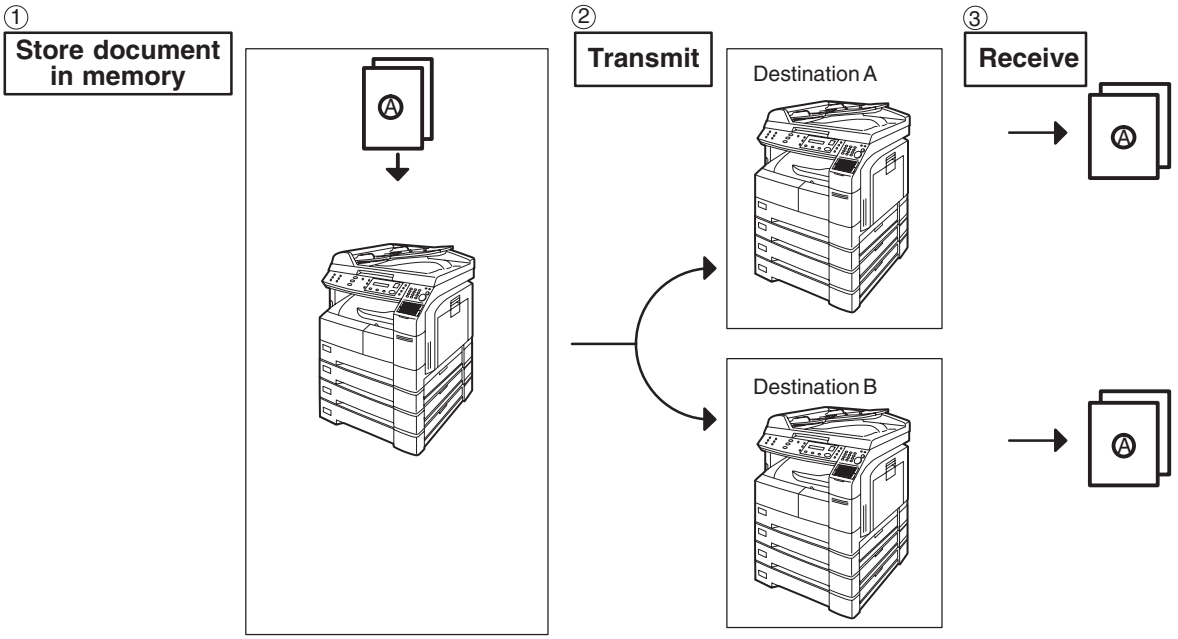
Use Memory Transmission if:
- You want to send the document(s) to multiple stations.
- You have to retrieve the document immediately.
- You want to take advantage of Dual Operation design.
- You want to take advantage of Batch Transmission.

Use Direct Transmission if:
- The memory is full.
- You want to send the document(s) immediately.

Use Voice Mode Transmission if:
- You want to send the document(s) after talking with the other party first.
- You want to send the document(s) after listening to a voice prompting.

Memory Transmission

Your machine quickly stores the document(s) into the machine's memory.
Then, starts to dial the telephone number.
If the transmission fails, your machine will re-transmit the remaining unsuccessful page(s) automatically.



NOTE

1. *While storing the File Number of the document being stored is shown at the upper right corner of the display while storing the document. It is also printed on the Communication Journal (COMM. JOURNAL), Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.*

```
* STORE *      NO.003
      PAGES=002  10%
```

```
* STORE * COMPLETED
TOTAL PAGES=005  30%
```

Memory Transmission

2. *If memory overflow occurs while storing documents, your machine operation will be stopped at the time and the current and remaining document on the ADF will be left. The machine will show "OUT OF MEMORY" on the display and prompt you whether to transmit the successfully stored documents or to cancel the transmission. Press (1) to cancel or press (2) to transmit.*

```
OUT OF MEMORY
 INFO. CODE=870
```

If Fax Parameter No. 082 (Quick Memory XMT) is set to "Invalid", the machine stores all the documents into memory first before transmitting.
After storing each document, the machine checks the available memory to prevent memory overflow and stops storing additional document(s) if the stored data approaches a certain percentage (around 80%).*

```
15 PAGES COMPLETED
DELETE? 1:YES 2:NO
```

Then the machine dials and sends the memory stored documents first and continues the transmission of the remaining document(s) from the ADF during the same phone call.
If transmitting to multiple stations or if memory overflows while storing a document, the machine prompts you whether to transmit the successfully stored documents or to cancel the transmission. Press (1) to cancel or press (2) to transmit.
See the Specifications on page 142 for the image memory capacity.
If no action is taken within 10 seconds, the machine will start transmitting the stored documents.
** The percentage varies and its dependent on the type of documents you are storing, machine settings or whether an optional memory card is installed.*

3. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial.*

```
INCOMPLETE
 INFO. CODE=XXX
```

The document stored for this transmission will be erased from the memory automatically and the information code is printed for the transmission on the Communication Journal (COMM. JOURNAL).
If you need to retain the incomplete documents even after the last redial, change Fax Parameter No. 031 (INC. FILE SAVE) to "Valid" in advance (See page 30). To retry the incomplete documents, refer to page 85.

4. *To stop the transmission, press* STOP *.*
The display shows:

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press (1) to stop the transmission. The document you stored will be erased automatically.
If you do not want to erase the documents, change the setting of Fax Parameter No. 31 (INC. FILE SAVE) to "Valid" in advance. (See page 30)
Then the following display will appear and you can select whether to save the file as an incomplete file for editing and retry, or delete the file manually.

```
SAVE AS INCOMP.FILE?
1:YES 2:NO
```

5 *If you would like to print a Communication Journal (COMM. JOURNAL) after stopping a transmission, press (1) when the display shows:*

```
PRINT COMM. JOURNAL?
1:YES 2:NO
```

Memory Transmission

Manual Number Dialling

To dial the telephone number manually, follow the steps below.

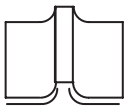
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

Make sure that the MEMORY lamp is on.
If not, press [M2/MEM XMT] to set "On".

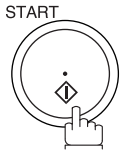
3 Enter a telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
TEL. NO.
5551234
```

Memory Transmission

4



The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 3)
The remaining page(s) continue to store into memory.

```
* STORE *      NO.002
     PAGES=001    05%
```

```
* DIALLING *  NO.002
5551234
```

NOTE

1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a "/").*
   The dialling mode will be changed from Pulse to Tone after dialling the digit "/".
   Ex: 9 PAUSE * 5551234
3. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 31)*

Memory Transmission

One-Touch Dialling

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 23.

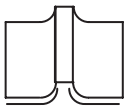
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

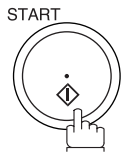
Make sure that the MEMORY lamp is on.

If not, press [M2/MEM XMT] to set "On".

3 Press a One-Touch key.

Ex: [01]

```
<01>(Station name)
5551234
```

4 


```
* STORE *      NO.002
     PAGES=001   05%
```

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

```
* DIALLING *  NO.002
(Station name)
```

NOTE

1. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 31)*

Memory Transmission

Abbreviated Dialling

Abbreviated dialling is a speedy way to dial a frequently dialled telephone number by preprogramming the telephone number into the built-in auto-dialler with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 24.

Make sure that the FAX/EMAIL lamp is ON. If not, press

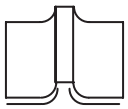
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

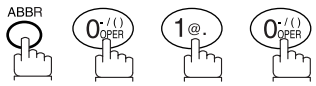
2

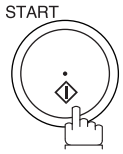
Make sure that the MEMORY lamp is on.

If not, press [M2/MEM XMT] to set "On".

3 Press [ABBR] then enter a 3-digit code.

```
[10] Station name
5551234
```

Ex: 

4 


```
* STORE *      NO.002
     PAGES=001   05%
```

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

```
* DIALLING *  NO.002
(Station name)
```

NOTE

1. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 31)*

Memory Transmission

Directory Search Dialling

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

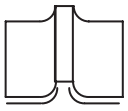
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

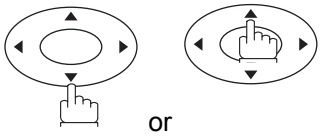
① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

Make sure that the MEMORY lamp is on.

If not, press [M2/MEM XMT] to set "On".

3 

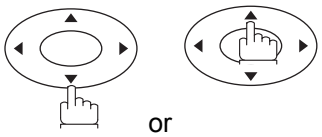
or

```
ENTER LETTER(S)
▮
```

```
<001>PANAFAX
9-555 1234
```

Enter the full station name or part of a station name by using the Character keys. (See page 17)

Ex: [P] [A] [N] [A] [SET] for searching **PANASONIC**

4 

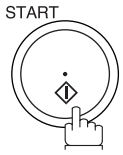
or

```
[010] PANASONIC
5551234
```

repeatedly until the display shows the station name you want to send to.

Memory Transmission

5




```
* STORE *      NO.002
     PAGES=001    05%
```

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

```
* DIALLING *  NO.002
PANASONIC
```

NOTE

1. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 31)*

Memory Transmission

Multi-Station Transmission (Broadcasting)

If you have to send the same document(s) to multiple stations, you can save time in feeding the document(s) by using memory transmission. That is, you can store the document(s) into memory and then send it to the station(s) automatically.

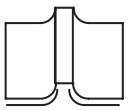
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

Make sure that the MEMORY lamp is on.

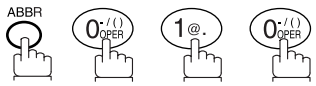
If not, press [M2/MEM XMT] to set "On".

3 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered

(For details, see pages 39 to 43.)

Ex: [01]




```
<01>(Station name)
5551234
```

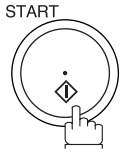
If you want to confirm the number of stations you have entered, press [SET].

```
[10] Station name
5551234
```

```
  2 STN(S) ARE SET
ADD MORE OR START
```

Memory Transmission

4



All document(s) are stored into memory with a file number. (See Note 2)
Then starts dialling the telephone numbers in sequence.

```
* STORE *      NO.001
      PAGES=001  01%
```

```
* STORE * COMPLETED
TOTAL PAGE=005   25%
```

```
* DIALLING *  NO.001
(Station name)
```

NOTE

1. *You can review the stations you entered in Step 3 before storing your document(s) into memory by pressing ▼ or ▲. Press CLEAR to clear an entered station or group shown on the display if needed.*
2. *The "**Quick Memory Transmission**" is disabled if multiple stations are set.*

Direct Transmission

If your machine's memory is full or you wish to send the document(s) immediately, use Direct Transmission.

Manual Number Dialling (Direct Transmission)

To dial the telephone number manually, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

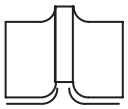
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

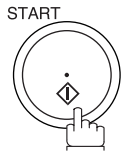
Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3 Enter a telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
TEL. NO.
5551234
```

4 


```
* DIALLING *
5551234
```

Your machine starts dialling the telephone number.

NOTE

1. *If you need a special access number to get an outside line, dial it first then press [PAUSE] to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press ✱ (represented by a "/").*
   The dialling mode will be changed from Pulse to Tone after dialling the digit "/".
   Ex: 9 PAUSE * 5551234
3. *To stop the transmission, press [STOP].*
   The display shows:

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

Direct Transmission

One-Touch Dialling (Direct Transmission)

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 23.

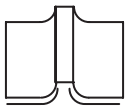
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 [M2/MEM XMT]

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3 Press a One-Touch key.

Ex: [01]

The display will show the One-Touch number and station name. The full number will then be dialled.

```
<01>(Station name)
5551234
```

```
* DIALLING *
(Station name)
```

Direct Transmission

Abbreviated Dialling (Direct Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialled telephone number by preprogramming the telephone number into the built-in auto-dialler with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 24.

Make sure that the FAX/EMAIL lamp is ON. If not, press

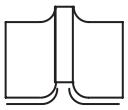
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

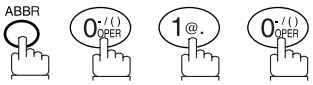
2

Make sure that the lamp goes off.

```
ENTER STATION
                  00%
```

3 Press [ABBR] then enter a 3-digit code.

```
[10] Station name
5551234
```



The display will show the ABBR number and station name.
The full number will then be dialled.

```
* DIALLING *
(Station name)
```

Direct Transmission

Directory Search Dialling (Direct Transmission)

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

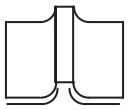
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

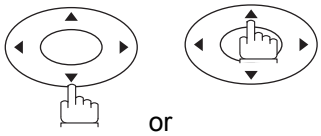
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 [M2/MEM XMT] Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3 

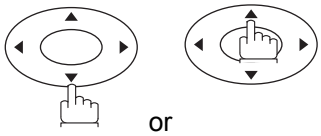
or

```
ENTER LETTER(S)
```

Enter the full station name or part of a station name by using the Character keys. (See page 17)

Ex: [P] [A] [N] [A] [SET] for searching **PANASONIC**

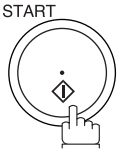
```
<001>PANAFAX
9-555 1234
```

4 

or

repeatedly until the display shows the station name you want to send to.

```
[010] PANASONIC
5551234
```

5 [START] 

```
* DIALLING *
PANASONIC
```

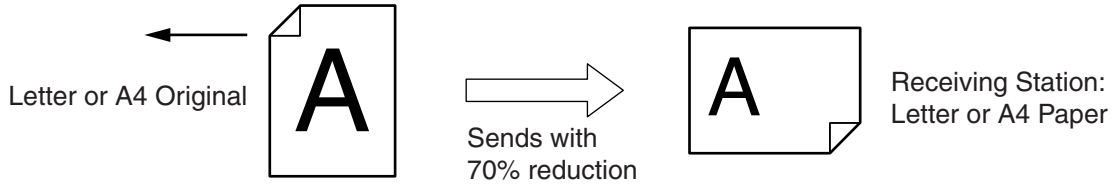
The full number will be dialled.

Rotated Transmission

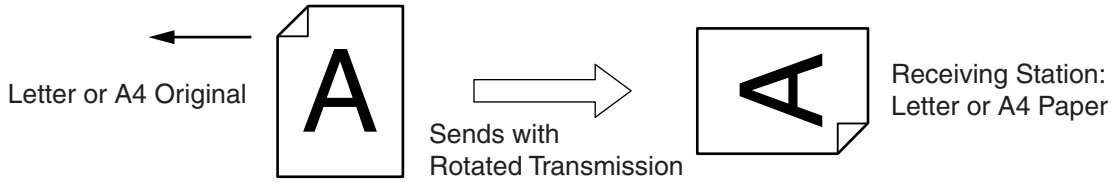
Letter or A4 Original(s) are placed in the Portrait (←) direction, the document(s) will be rotated 90º and then transmitted in Landscape (←) direction. The document(s) will be printed the same size as the transmitted originals at the Receiving Station.

Rotation XMT Fax Parameter set to:

• **Invalid**



• **Valid**



Setting Rotation Transmission

Make sure that the FAX lamp is ON. If not, press FAX/EMAIL **to select the "FAX MODE".**

1 FUNCTION 7PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 4GHI SET

```
FAX PARAMETER(1-99)
        NO.=
```

3 7PQRS 8TUV SET

```
78 ROTATION XMT
  1:INVALID
```

4 2ABC

```
78 ROTATION XMT
  2:VALID
```

5 SET STOP

NOTE

1. Rotation XMT requires the use of Memory Transmission.

Voice Mode Transmission

If you wish to send the document after talking with other party, use Voice Mode Transmission. Your machine requires an optional fax handset or an external telephone.

Off-Hook Dialling

For Off-Hook Dialling, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

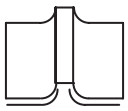
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 Lift the fax handset or the external telephone and dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

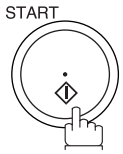
```
* PHONE OFF HOOK *
```

```
* DIALLING *
5551234
```

3 When you hear the voice of the other party, tell the other party to prepare to receive a document.

```
ON LINE * XMT *
```

Then, when you hear a beep,



and hang up the handset.

NOTE

1 *To stop the transmission, press* [STOP]*.*
The display shows:

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press ① *to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.*

2. *For some countries, the handset may not be available because of the country's regulation or specification.*

Voice Mode Transmission

On-Hook Dialling

For On-Hook Dialling, follow the steps below.

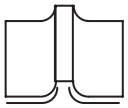
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 MONITOR

```
* MONITOR *
```

You will hear dial tone through the monitor speaker.

3 Dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
* DIALLING *
5551234
```

4 When you hear a beep,

START

```
ON LINE * XMT *
```

NOTE

1. *If you need a special access number to get an outside line, dial it first then press* [PAUSE] *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a "/").*
   The dialling mode will be changed from Pulse to Tone after dialling the digit "/".
   Ex: 9 PAUSE * 5551234

Transmission Reservation

You can do the following while sending a document(s) from memory or receiving a document(s).
- Reserve the next transmission into memory. (Up to 50 different files)
- Reserve a priority transmission.

Memory Transmission Reservation (Multi-Tasking)

If your machine is on-line, busy transmitting from memory, receiving or printing received documents, you can reserve a transmission by the following procedure.

1 Your machine is on-line, the ON LINE lamp is blinking or printing received documents.

```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * RCV *
ID:(Identification)
```

```
ON LINE
     PC MODE
```

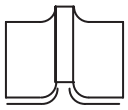
```
* PRINTING *
MEMORY RCV'D DOC
```

2a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

2b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

3

Make sure that the MEMORY lamp is on.

If not, press [M2/MEM XMT] to set "On".

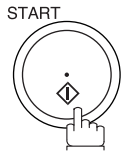
4 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered

(For details, see pages 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

Transmission Reservation

5 

Your machine will store the document(s) into memory.

```
* STORE *      NO.005
      PAGES=001   01%
```

```
* STORE * COMPLETED
TOTAL PAGE=005    25%
```


NOTE

1. *To cancel the memory transmission reservation, see page 82.*
2. *If the same station has been reserved with different files, the files will be executed in a single transmission (Batch Transmission). (See page 65)*

Transmission Reservation

Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory, use Direct Transmission Reservation to send the urgent document. The urgent document will be sent immediately after the current communication is finished.

Note that you cannot send document(s) to multiple stations.

To reserve your machine for sending the urgent documents

1 Your machine is on-line, the ON LINE lamp is blinking or printing received documents.

```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * RCV *
ID:(Identification)
```

```
ON LINE
     PC MODE
```

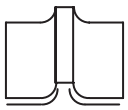
```
* PRINTING *
MEMORY RCV'D DOC
```

2a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

2b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

3 [M2/MEM XMT]

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

4 Dial by using any one of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling and press [START]
- Directory Search Dialling and press [START]
  (For details, see pages 39 to 43.)

```
<01>(Station name)
5551234
```

Ex: [01]

You can make reservation to send an urgent document to a single station only.
A message "DIRECT XMT RESERVED" will be shown on the display.

```
DIRECT XMT RESERVED
<01>(Station name)
```

Transmission Reservation

To cancel the direct transmission reservation

1 Make sure the document is on the ADF.

```
DIRECT XMT RESERVED
<01>(Station name)
```

2


```
CANCEL XMT RESERVE ?
1:YES 2:NO
```

3

and then remove the document from ADF.

Redialling

Automatic Redialling

If a busy line is detected, the machine will redial the number up to 5 times at 3 minutes interval. During that time, a message will appear as shown to the right.
A file number is shown in the upper right hand corner of the display if it is a memory transmission file.

```
WAIT TO DIAL NO.001
(Telephone number)
```

Manual Redialling

You can also redial the last dialled number manually by pressing [REDIAL] key.

To redial the last dialled number through memory

Make sure that the FAX/EMAIL lamp is ON. If not, press

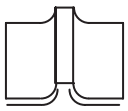
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

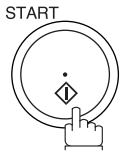
or

1b 

① Place a book or an original face down on the Platen Glass.
② Press [ORIGINAL SIZE] to select the original size.

2


```
TEL. NO.
5551234
```

3 


```
* STORE *      NO.002
      PAGES=001  01%
```

The document is stored into memory with a file number.
Then dials the last dialled number.

```
* DIALLING *  NO.002
5551234
```

NOTE

1. While the unit is displaying "WAIT TO DIAL", you can press [REDIAL] to start redialling immediately.

Redialling

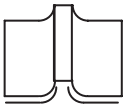
To redial the last dialled number through ADF

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

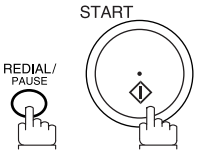
① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3 


```
TEL. NO.
5551234
```

Your machine starts to dial the last dialled number.

```
* DIALLING *
5551234
```

NOTE

1. While the unit is displaying "WAIT TO DIAL", you can press [REDIAL] to start redialling immediately.

Receiving Documents

General Description

Your machine is provided with both automatic and manual reception modes. The selection of either reception mode is made with Fax Parameter No. 017 (RECEIVE MODE).

Automatic Reception

Your machine will receive documents automatically if the Fax Parameter No. 017 (RECEIVE MODE) is set to "Auto". (See page 29)

Manual Reception

You may wish to receive documents manually if you use the telephone line in your office primarily as a personal telephone and occasionally for your facsimile machine.
To receive documents manually, change the Fax Parameter No. 017 (RECEIVE MODE) to "Manual" (See page 29) and the following message will be shown on the display.

```
NOV-12-2000 15:00
     MANUAL RCV  00%
```

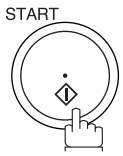
To receive documents manually

1 When the telephone rings, lift the handset. (See Note 1)
If you hear a beep, the sound tells you that someone wants to send a document.

```
* PHONE OFF HOOK *
```

2 Remove any documents from the ADF.

3




```
ON LINE * RCV *
```

Your machine starts receiving the document.

4 Hang up the telephone.

NOTE

1. *Your machine requires an optional fax handset or an external telephone connected to the TEL jack on the left rear cover of the machine.*
2. *If you receive a document with Super Fine resolution (406 pels/inch x 391 lines/inch), it might be divided into multiple pages with no reduction.*

Print Reduction

This machine can use Letter, Legal, A3 or A4 size plain paper for recording. Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

This machine is equipped with a Print Reduction function to solve this problem. You may select the most appropriate setting from the selections described below.

1. **Automatic Reduction**

   Each page of a received document is first stored in memory. Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages and print without reduction.

2. **Fixed Reduction**

   You can pre-determine the reduction ratio from 70% to 100% in 1% steps. The document(s) you receive will be reduced to the fixed ratio regardless of size.

Selecting the Print Reduction Mode

Set Fax Parameters as shown below. (See page 30)

1. To set Automatic Reduction mode.
   a) No. 24 Print Reduction set to “Auto”.

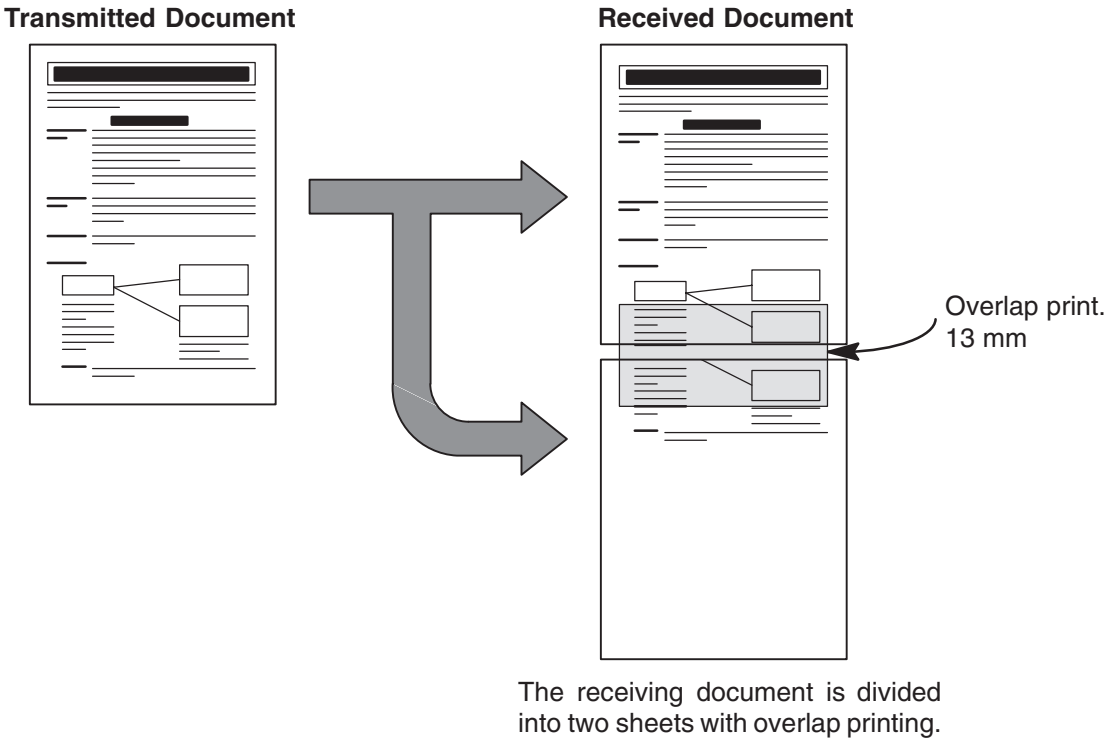
2. To set Fixed Reduction mode.
   a) No. 24 Print Reduction set to “Fixed”.
   b) No. 25 Reduction Ratio set to any number between 70% through 100%. (See Note 1)
   Ex: A4 to A4 - 96%
   A4 to Letter - 90%
   Letter to Letter - 96%
   Legal to Letter - 75%

NOTE

1. If the sending side is set to print the header on the outside of the copy area, more reduction ratio will be required.

Receiving Oversize Documents

If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages. When printing on separate pages, the bottom 13 mm (0.5 in.) of the first page will be overlapped on top of the next page.



The receiving document is divided into two sheets with overlap printing.

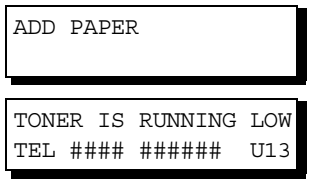
NOTE

1. *If the reduction method is set to the Automatic Reduction mode, the document is printed out with no reduction when printing out separate pages. If the reduction method is set to Fixed Reduction mode, the document is printed out by the ratio you set in Fax Parameter No. 25. (See page 30)*

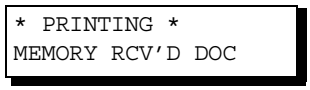
Substitute Memory Reception

If the recording paper runs out or jams or if the toner runs out during reception, the machine automatically starts receiving documents into its image data memory. Stored documents are printed automatically after replacing the recording paper or the toner bottle. (See Note 1 and 2)

1 When the machine finishes the memory reception and there is no recording paper or toner, an Information Code appears on the display.



2 Install the recording paper or replace the toner bottle .
The machine will automatically start printing the document stored in the memory.



NOTE

1. *If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out.*
2. *If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid". (See page 30)*

memo

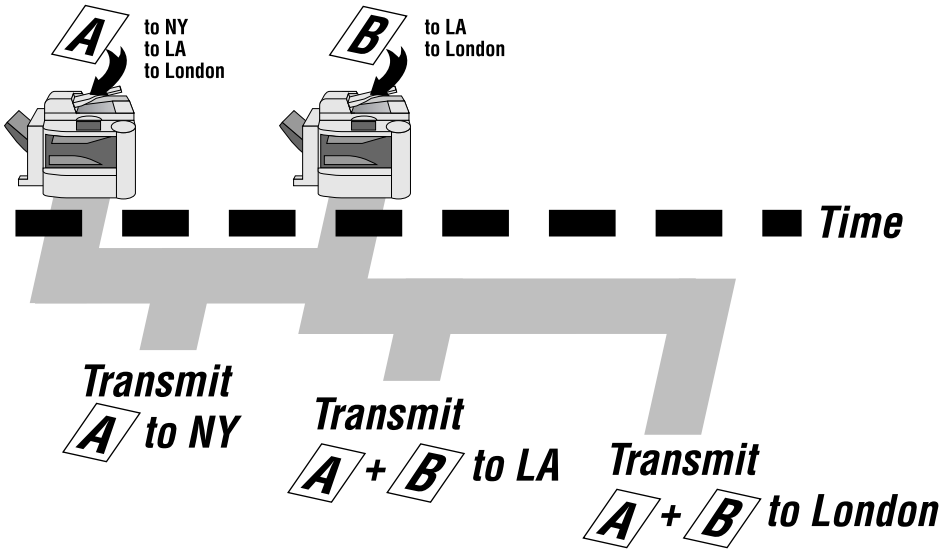
Batch Transmission

General Description

To reduce transmission time and cost, this feature allows your machine to accumulate different documents for the same destination(s) to be transmitted in a single phone call.

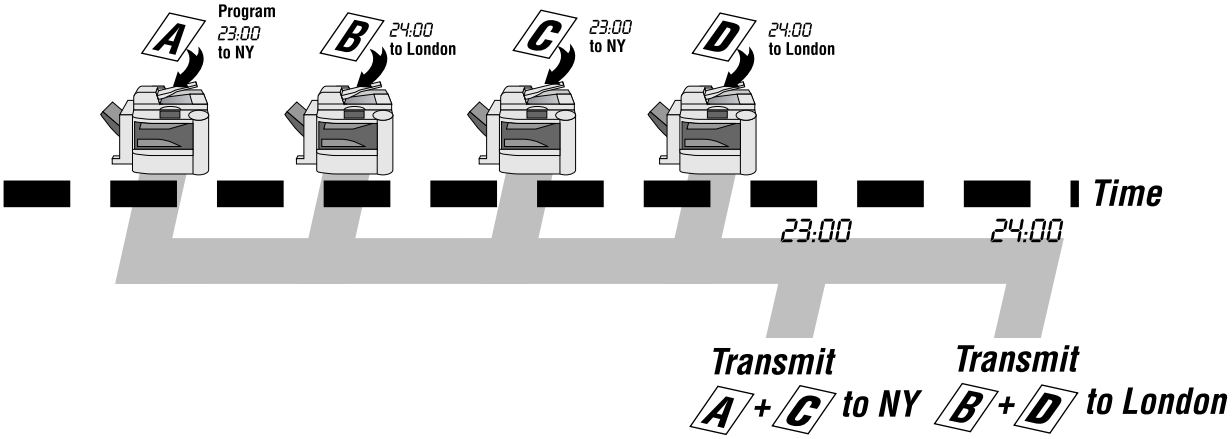
Real-Time Batch Transmission

During memory transmission, your machine searches its memory for reserved files (up to 5 files) to transmit to the same destination, automatically batching and transmitting them in a single phone call.
The following is an example of Real-time Batch Transmission. (See Note 1)



Delayed Batch Transmission

Assign a time for batch transmission to a Program Key in advance. All transmission(s) using the Program Key are batched and transmitted at the reserved time.
The following is an example of Delayed Batch Transmission.



NOTE

1. *The machine can not Batch to a file(s) that is/are waiting to Redial or is currently being sent, but it will Batch to files that are pending to dial.*

Timer Controlled Communications

General Description

You can send document(s) to one or multiple stations at any preset time within the next 24 hours. Up to 50 built-in timers can be set for deferred communication.

Deferred Transmission

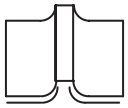
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

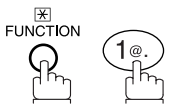
Place original(s) face up on the ADF.

or

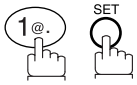
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
DEFERRED COMM. (1-3)
ENTER NO. OR ∨ ∧
```

3 


```
DEFERRED XMT
START TIME     ■ :
```

4 Enter the start time from the keypad.
(Use a 4-digit, 24-hour clock)

Ex: ② ③ ③ ⓪ (11:30 p.m.) and SET ○

```
ENTER STATION(S)
THEN PRESS START
```

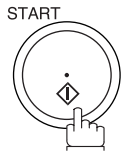
5 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered
  (For details, see pages 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

Deferred Transmission

6 

To store document(s) into the memory.

```
* STORE *      NO.002
     PAGES=001   05%
```

```
* STORE * COMPLETED
TOTAL PAGES=005  30%
```


NOTE

1. *If you enter a wrong number in Step 4, press* CLEAR *then re-enter the right number.*
2. *To change or cancel the Deferred Communication settings, see page 80 and 82.*

Deferred Polling

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 1@.

```
DEFERRED COMM. (1-3)
ENTER NO. OR ∨ ∧
```

2 2ABC SET

```
DEFERRED POLLING
START TIME      ■ :
```

3 Enter the start time from the keypad.
(Use a 4-digit, 24-hour clock)
Ex: 0 3 3 0 (3:30 a.m.) and SET

```
DEFERRED POLLING
    PASSWORD=■■■■
```

4 Enter a 4-digit polling password.
Ex: 9 8 7 6 and SET

```
ENTER STATION(S)
THEN PRESS START
```

5 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered
  (Up to 30 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see page 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

6 START

```
* STORE *      NO.001
```

NOTE

1. *If you enter a wrong number in Step 3, press* CLEAR*, then re-enter the right number.*
2. *To change or cancel the Deferred Communication settings, see page 80 and 82.*

Polling

General Description

Polling means calling other station(s) to retrieve document(s). The other station must know in advance that you will call and must have document(s) set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

Setting the Polling Password

If the polling password does not match with the polled station, your polling request will be refused automatically.

To set the polling password, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7 PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 4 GHI SET

```
FAX PARAMETER(1-99)
        NO.=
```

3 2 ABC 6 MNO SET

```
26 POLLING PASSWORD
                ■■■■
```

4 Enter a 4-digit polling password.

Ex: ① ② ③ ④

```
26 POLLING PASSWORD
                1234
```

5 SET STOP

NOTE

1. *Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important document(s).*
2. *If a password is not set in the polled station, you may poll the other station even though your machine has a password.*

Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document stored in memory. Be sure to set the polling password before storing the document into memory. After being polled, the documents stored in the memory will be erased automatically. To retain the documents in memory so that they can be polled repeatedly change Fax Parameter No. 27 (POLLED FILE SAVE) to "Valid".

Make sure that the FAX/EMAIL lamp is ON. If not, press

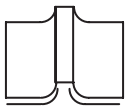
to select the "FAX/EMAIL" mode.

1a

Place original(s) face up on the ADF.

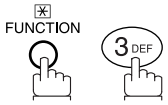
```
ENTER STATION(S)
THEN PRESS START 00%
```

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
POLLING          NO.=
1:POLLING 2:POLLED
```

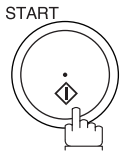
3


```
POLLED
    PASSWORD=1234
```

4 Enter a 4-digit polling password. (See Note 3)

Ex: ④③②①

```
POLLED
    PASSWORD=4321
```

5 


```
* STORE *      NO.015
      PAGES=001  01%
```

The document(s) will be stored into memory.

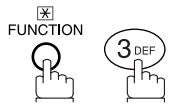
```
* STORE * COMPLETED
TOTAL PAGES=005  24%
```

NOTE

1. *You can still send or receive documents even when set to be polled.*
2. *Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, see page 84.*
3. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.*

To Poll Documents from Another Station

The following procedure lets you poll document(s) from one or multiple stations. Be sure to set the polling password before polling. (See page 69)

1 


```
POLLING          NO.=
1:POLLING 2:POLLED
```

2


```
POLLING
     PASSWORD=1234
```

3 Enter a 4-digit polling password. (See Note 2)

Ex: (1)(1)(1)(1)

```
POLLING
     PASSWORD=1111
```

4

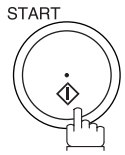

```
ENTER STATION(S)
THEN PRESS START
```

5 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered
  (For details, see pages 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

6 


```
* STORE *      NO.001
```

NOTE

1. *You can review the entered stations in step 5 by pressing [▼] or [▲] key, press [CLEAR] to erase the displayed station or group as needed.*
2. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. (See page 30)*
   You can still change the password temporarily by overwriting it with a new one.

Program Keys

General Description

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a One-Touch group key, a sequence of stations to be polled, a deferred transmission sequence or an additional One-Touch key.

Setting for Group Dialling

To set a Program Key for Group Dialling

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS 3DEF SET

```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 1@. SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 **Ex:** P1

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 17)

Ex: PROG. A and press SET

```
ENTER STATION(S)
THEN PRESS START
```

5 Enter the station numbers by using One-Touch Key or ABBR and 3-digit code.

Ex: 01 and ABBR 0 1@. 0

```
<01>(Station name)
5551234
```

You may use the ▼ or ▲ keys to review the entered station(s) before going to next step. If you find an error, press CLEAR to erase the displayed station.

```
[010](Station name)
5551234
```

6 START

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

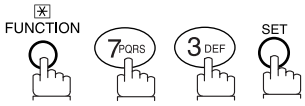
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

Setting for Deferred Transmission

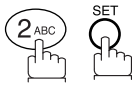
To set a Program Key for deferred transmission

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

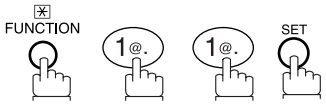
3 **Ex:** P1

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 17)

Ex: PROG. A and press SET

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 


```
DEFERRED XMT
START TIME      ■ :
```

6 Enter the starting time using 4 digits.

Ex: ② ③ ③ ⓪ (11:30 p.m.) and press SET

```
ENTER STATION(S)
THEN PRESS START
```

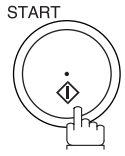
7 Enter the station by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered

(For details, see pages 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

8 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

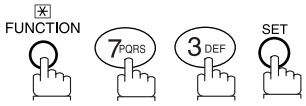
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

Setting for Deferred Polling

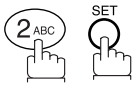
To set a Program Key for deferred polling

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

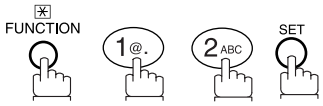
3 **Ex:** P1

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 17)

Ex: PROG. A and press SET

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 


```
DEFERRED POLLING
START TIME      ■ :
```

6 Enter the starting time.

Ex: ② ② ⓪ ⓪ (10:00 p.m.) and SET

```
DEFERRED POLLING
    PASSWORD=■■■■
```

7 Enter a 4-digit polling password.

Ex: ① ① ① ① and press SET

The polling password appears if it has been previously set.

```
ENTER STATION(S)
THEN PRESS START
```

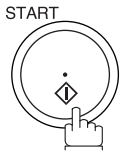
8 Enter the station by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered

(For details, see pages 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

9 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

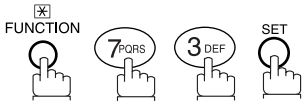
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

Setting for Normal Polling

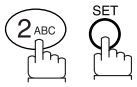
To set a Program Key for normal polling

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

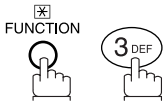
3 **Ex:** P1

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 17)

Ex: PROG.A and SET

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 


```
POLLING
    PASSWORD=■■■■
```

6 Enter a 4-digit polling password.

Ex: ① ① ① ① and press SET

The polling password appears if it has been previously set.

```
ENTER STATION(S)
THEN PRESS START
```

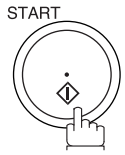
7 Enter the station by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered

(For details, see page 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

8 

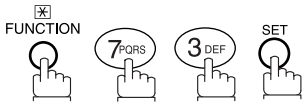

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

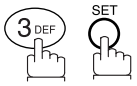
Setting for One-Touch Key

To set a Program Key for One-Touch Key

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 


```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 **Ex:** P1

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 17)

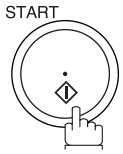
Ex: PROG. A and press SET

```
[P1] PROG.A
ENTER TEL. NO.
```

5 Enter a telephone number (up to 36 digits including pauses and spaces).

Ex: ⑨ PAUSE ⑤⑤⑤ MONITOR ①②③④

```
[P1] PROG.A
9-555 1234
```

6 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

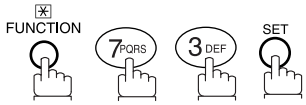
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

Changing or Erasing the Program Key Settings

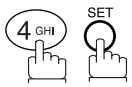
To change the settings in a Program Key, follow the procedure on setting a Program Key on pages 72 to 76.

- Start time or station(s) for deferred transmission
- Station(s) for polling
- Start time or station(s) for deferred polling
- Station(s) for group dialling
- Telephone number and station name for One-Touch key

To erase the settings in a Program Key

1 


```
PROGRAM          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 Press the Program Key you want to erase.
Ex: 01

```
PROGRAM[P1]
DELETE? 1:YES 2:NO
```

4


```
* DELETING *
PROGRAM[P1]
```

5 You can now erase other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

Edit File Mode

General Description

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.

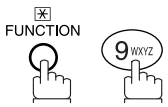
After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

Printing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow the steps below to print out a file list.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2


```
1:FILE LIST?
PRESS SET TO SELECT
```

3


```
FILE LIST
1:PRINT 2:VIEW
```

4


```
* PRINTING *
FILE LIST
```

Sample File List

```
*************** -FILE LIST- ********************** DATE 15-MAR-2002 ***** TIME 15:00 ********

(1)    (2)              (3)           (4)          (5)    (6)
FILE   COMM. TYPE       CREATED TIME  START TIME   PAGES DESTINATION(S)
 No.

001    DEFERRED XMT     15-MAR 13:20  20:30               [001]

002    MEM. DEF. XMT    15-MAR 13:20  22:30        003    [011] [012] [013] [016] [017]


                                                          -PANASONIC                -

********************************** -HEAD OFFICE      - ***** -         201 555 1212- *********
```

Explanation of Contents

(1) File number	If the file is now being executed, a "*" is indicated on the left of the file number.
(2) Communication type	
(3) Stored date/time	Date/time that these files were stored.
(4) Executing time	If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, "INCOMP" is printed in this column.
(5) Number of stored page(s)	
(6) Destination	ABBR. No./One-Touch No./Manual Dialling No.

Viewing the Contents of a File List

To view the contents of a file list on the display without printing it, follow the steps below.

1 FUNCTION 9 WXYZ

```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2 1 @.

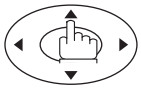
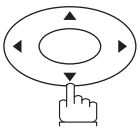
```
1:FILE LIST?
PRESS SET TO SELECT
```

3 SET

```
FILE LIST
1:PRINT 2:VIEW
```

4 2 ABC

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH FILE
```

5  or  repeatedly unitl the display shows a file you want to edit.

Sample display

Type of File

XMT:	Transmission
POLL:	Polling
POLLED:	Polled
RCV TO MEM:	Receive to Memory
PC JOB:	PC Interface Job

Status

nn:nn:	Start time
IN PRG:	In progress
REDIAL:	Waiting to redial
INCOMP:	Incomplete file

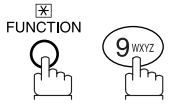
```
001 XMT 10:00 P010
<01>(Station name)∧
```

File Number | Entered station | Number of pages

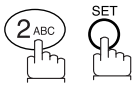
6 STOP

Changing the Start Time or the Station of a File

To change the start time and/or stations in a communication file, follow the steps below.

1 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2 


```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

3 Enter the file number or use ▼ or ▲ to select the file that you want to change.
Ex: 0 0 1

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

4

(See Note 2)

```
DEFERRED XMT
START TIME     22:30
```

5 Enter a new start time.
Ex: 0 6 0 0 (6:00 a.m.)
(If you do not have to change the time, skip to step 6.)

```
DEFERRED XMT
START TIME     06:00
```

6

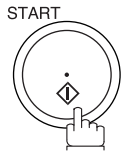

```
TEL. NO.
5551234
```

7 To delete the station(s), press ▼ or ▲ key until the station you want to delete appears. Then press CLEAR.
or
Enter the station(s) you want to add.
Ex: 01 .


```
ENTER STATION(S)
THEN PRESS START
```

```
  1 STN(S) ARE SET
ADD MORE OR START
```

Changing the Start Time or the Station of a File

8 

NOTE

1. *Your machine cannot change the start time and/or stations in the file while it is being sent or waiting to redial.*
2. *If the file is not a Deferred Communication File, the following message is shown on the display.*

```
SET DEFERRED COMM.?
1:YES 2:NO
```

Press (1) to change the type of the file for deferred communication file.

3. *If you edit the file that is saved as an incomplete file, after pressing* START *in step 8, your machine will prompt you whether to execute the file immediately.*
   The display shows:

```
RETRY INCOMP. FILE?
1:YES 2:NO
```

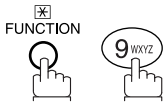
Press (1) to execute the file immediately.

Deleting a File

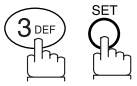
To delete the file in memory, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2 


```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

3 Enter the file number or use ▼ or ▲ to select the file that you want to delete.

Ex: (0) (0) (1) (See Note 2)

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

4


```
DELETE FILE  NO.001?
1:YES 2:NO
```

5


```
* DELETING *
    FILE NO.=001
```

Enter the next file number you want to delete or press [STOP] to return to standby.

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

NOTE

1. *Your machine cannot delete the file while it is being sent.*
2. *Enter (*) (*) (*) as the file number and press [SET] to delete all files (except the file in progress).*
   The following message is shown on the display.

```
DELETE ALL FILES?
1:YES 2:NO
```

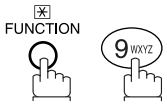
Press (1) to delete all files.

Printing Out a File

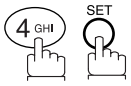
To print the contents of the communication file, follow the steps bellow.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2 


```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

3 Enter the file number or use ▼ or ▲ to select the file that you want to print.

Ex: (0)(0)(1)

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

4

Your machine will print the file. The document(s) will remain in memory even after printing the file.

```
* PRINTING *
       PAGE=001/003
```

NOTE

1. Your machine cannot print the file while it is being sent.

Adding Documents into a File

To add documents into the file, follow the steps bellow.

Make sure that the FAX/EMAIL lamp is ON. If not, press

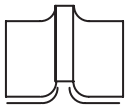
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

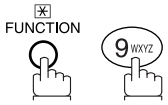
Place original(s) face up on the ADF.

or

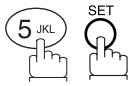
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

3 


```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

Enter the file number or use [▼] or [▲] to select the file that you want to add.

Ex: ⓪ ⓪ ①

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

4


```
* STORE *      NO.001
     PAGES=002   10%
```

Your machine will start storing the document(s) into a file.

NOTE

1. Your machine cannot add the document into the file while it is being sent or waiting to redial.

Retry an Incomplete File

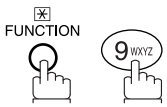
If a memory communication has been unsuccessful due to a busy line or no answer, the document you stored is automatically erased from memory after the last redial.

If you need to retain the document even if the communication failed, change the setting of Fax Parameter No. 31 (INC. FILE SAVE) to Valid in advance. (See page 30)

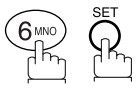
To retry the incomplete file, print a File List first to verify the file number. (See page 78)
Then, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

2 


```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

3 Enter the file number or use ▼ or ▲ to select the file that you want to retry.

Ex: 0 0 1

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

4

Your machine will retry the file and start dialling immediately.

```
* STORE *      NO.001
```

```
* DIALLING *  NO.001
(Station name)
```

NOTE

1. *To confirm or change the entered telephone number for the file, see page 78 and 80.*
2. *If you set Fax Parameter No. 31 to Valid, all incomplete files will remain in the memory. To avoid memory overflow, please check the memory content frequently. We recommend that optional flash memory card is installed when this function is used. See the Operating Instructions (For Copier) page 51.*

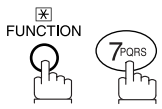
Access Code

General Description

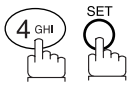
The Access Code prevents an unauthorized user from operating the Fax functions of the machine.
Once a 4-digit Access Code is registered, no one can operate the machine without entering the correct access code.

Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to re-enter the access code in order to use the machine again. Registering the Access Code does not affect the use of the machine in any other way.

Setting the Access Code

1 


```
SET MODE          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
        NO.=
```

3


```
38 ACCESS CODE
                ■■■■
```

4 Enter a 4-digit Access Code.
Ex: ① ② ③ ④

```
38 ACCESS CODE
                1234
```

5


```
38 ACCESS CODE
 1:ALL          1234
```

6 Select Restriction Level.

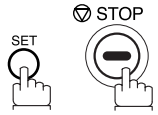
for All operations

or

for Setting and Printing the Fax Parameters only.

Ex: ②

```
38 ACCESS CODE
 2:FAX PARA.    1234
```

7 

NOTE

1. To erase the Access Code, enter the Access Code and press START *and follow the procedure above to Step 3, then press* CLEAR *,* SET *and* STOP *.*

Operating Your Machine with the Access Code (Restrict All Operations)

1 Enter the Access Code.

Ex: ①②③④

```
15-MAR-2002 15:00
ACCESS CODE=■
```

```
15-MAR-2002 15:00
ACCESS CODE=■■■■
```

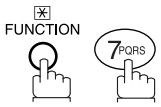
2


```
15-MAR-2002 15:00
                  00%
```

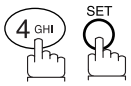
Now you can operate the machine normally.

Operating Your Machine with the Access Code (Restrict Access of Fax Parameters Only)

The machine can restrict the operation of setting and printing the Fax Parameters only.
Ex: When setting the Fax Parameter.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
ENTER ACCESS CODE
                  ■■■■
```

3 Enter a 4-digit Access Code.

Ex: ①②③④

```
ENTER ACCESS CODE
                  1234
```

4


```
FAX PARAMETER(1-99)
        NO.=■
```

Now you can operate the machine normally.

Receive To Memory

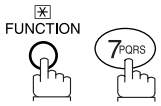
General Description

This feature is used to secure all received documents by storing them into the memory. To print out the document from memory, the authorized operator must enter the correct password.

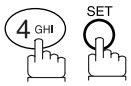
Setting the RCV To Memory Password

Make sure that the FAX/EMAIL lamp is ON. If not, press

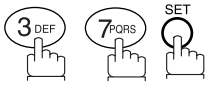
to select the "FAX/EMAIL" mode.

1 


```
SET MODE          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
        NO.=
```

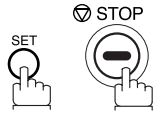
3 


```
37 RCV TO MEMORY
                ■■■■
```

4 Enter a 4-digit RCV to Memory Password.

Ex: ① ② ③ ④

```
37 RCV TO MEMORY
                1234
```

5 

Setting RCV To Memory

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 8 TUV

```
SELECT MODE     (1-5)
ENTER NO. OR ∨ ∧
```

2 5 JKL SET

```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3 2 ABC

```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

4 SET

```
15-MAR-2002 15:00
  < RCV TO MEMORY >
```

NOTE

1. *When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.*
2. *We recommend that optional flash memory card is installed when this function is used. See the Operating Instructions (For Copier) page 51.*

Printing Out Documents

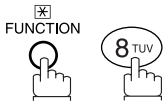
After receiving a document with the Receive To Memory feature, the following message will appear on the display.

```
MESSAGE IN MEMORY
  < RCV TO MEMORY >
```

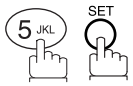
To print the document, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
SELECT MODE     (1-5)
ENTER NO. OR ∨ ∧
```

2 


```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

3


```
RCV TO MEMORY=PRINT
1:OFF 2:ON 3:PRINT
```

4


```
INPUT PASSWORD
                ■■■■
```

5 Enter the password to print the documents. (See Note 1)

Ex: ① ② ③ ④

```
INPUT PASSWORD
                1234
```

6

Machine will start to print the documents.

```
* PRINTING *
MEMORY RCV'D DOC
```

NOTE

1. *If the password has not been set, your machine will not prompt you to enter the password. The documents will be printed immediately after pressing* SET *in step 4.*
2. *Once the RCV TO MEMORY feature is set to "On", the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to "Off" first. Then change the password. (See page 88)*

Distinctive Ring Detector (DRD)

General Description

This function is only effective for companies in countries which offer the DRD Service.

Your machine has a special feature in conjunction with an optional service provided by many local telephone companies. It can distinguish up to 2 telephone numbers with a corresponding ring pattern identifying each number. "DRD" lets you provide multiple phone numbers, one for your fax, business or personal use with only one single phone line.

Please check with your local telephone company on the availability of this service in your area.

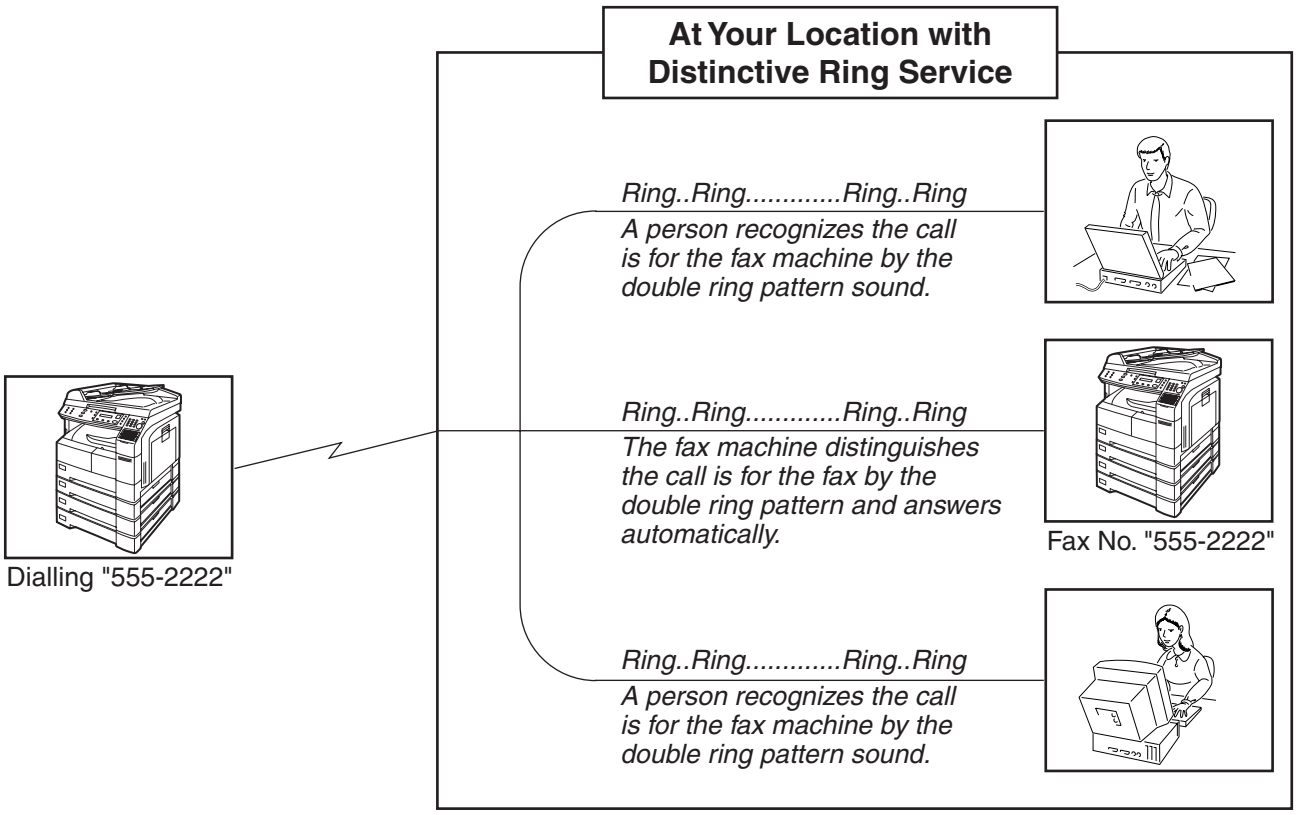
Your machine can be programmed to respond to the specified ring pattern only for the DRD Service. To enable your machine to detect the ring pattern only for fax communication, change the setting of Fax Parameter No. 30 (See page 30).

The following table shows a typical example with 2 telephone numbers on a single phone line.

Ex: Specified Ring Pattern = Double Ring

Telephone No.	Usage	Distinctive Ring Sound	Ring Pattern
555-1111	Business	Riiing.....Riiing.....	Standard Ring
555-2222	Fax	Ring...Ring.....Ring...Ring.....	Specified Ring (Double Ring)

The following illustration shows a typical set up, with your machine set to detect Specified Ring (Double Ring).


At Your Location with Distinctive Ring Service
Ring..Ring.....Ring..Ring
A person recognizes the call is for the fax machine by the double ring pattern sound.
Ring..Ring.....Ring..Ring
The fax machine distinguishes the call is for the fax by the double ring pattern and answers automatically.
Fax No. "555-2222"
Ring..Ring.....Ring..Ring
A person recognizes the call is for the fax machine by the double ring pattern sound.
Dialling "555-2222"

NOTE

1. *"Riiing" means a long ringing sound and "Ring" means a short ringing sound.*
2. *The specified ring pattern may differ depending on the each country's regulation or specification.*

PIN Code Access

General Description

If your PBX requires a PIN (Personal Identification Number) code to get an outside line, your machine can be set to prompt the user to enter a PIN code before any dialling.

Selecting the Access Method (Prefix or Suffix)

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 4GHI SET

```
FAX PARAMETER(1-99)
      NO.=▮
```

3 3DEF 9WXYZ SET

```
39 PIN CODE ACCESS
 1:NONE
```

4 2ABC for suffix code.

or

```
39 PIN CODE ACCESS
 2:SUFFIX
```

3DEF for prefix code.

```
39 PIN CODE ACCESS
 3:PREFIX
```

5 SET STOP

NOTE

1. This feature is available in certain countries only.

Dialling with a PIN Code

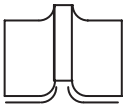
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

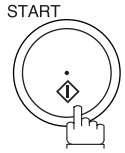
2 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered
  (For details, see pages 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

3 START

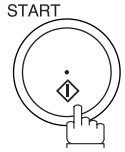


```
ENTER PIN CODE
▮
```

4 **Ex:** ⑨⑧⑦⑥ (up to 36 digits)

```
ENTER PIN CODE
9876▮
```

5 START



```
* STORE *      NO.001
     PAGES=002   10%
```

```
* DIALLING *
(Station name)
```

Your machine stores the document and starts dialling the PIN code and telephone number as you specified.

NOTE

1. *The PIN code is shown as "▮" on the display when dialling the number.*
2. *This feature is not available when dialling a number by using Off-Hook or On-Hook Direct Dialling mode.*

Department Code

General Description

This operation requires the user to input a preset 4-digit Department Code before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal.
When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (01 - 50) when it is printed.
If you wish to prevent unauthorized persons from setting, changing or erasing the Department Code settings, you should set the Access Code to restrict these settings. (See page 86)

Setting the Department Code

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 4GHI SET

```
FAX PARAMETER(1-99)
        NO.=
```

3 7PQRS 7PQRS SET

```
77 DEPARTMENT CODE
 1:INVALID
```

4 2ABC

```
77 DEPARTMENT CODE
 2:VALID
```

5 SET

```
DEPT. CODE   (01-50)
ENTER NO. OR ∨ ∧
```

6 Enter Department Code number.
Ex: ① ② (01 to 50)

```
INPUT DEPT. NAME
12
```

7 Enter your Department Name (max. 25 characters and digits) by using Character keys. (See page 17)
Ex: [P][A][N][A][S][O][N][I][C] [MONITOR]
[S][A][L][E][S] (See Note1)

```
INPUT DEPT. NAME
12 PANASONIC SALES
```

8 SET

```
INPUT DEPT. CODE
                ■■■■
```

9 Enter a 4-digit Department Code.
Ex: ① ② ③ ④

```
INPUT DEPT. CODE
1234
```

Setting the Department Code

10 SET

```
INPUT DEPT. NAME
13 ▮
```

To record another Department Code, repeat steps 6 to 10.

To return to standby, press [STOP].

NOTE

1. *If you make a mistake, use [◀] or [▶] to move the cursor beyond the incorrect character, press [CLEAR] then re-enter the correct Department Name.*
2. *When enabling the Dept. Code feature for the first time, it is important to Print the Journal by pressing [FUNCTION], ⑥, ①, [SET] and ① in order to erase the previous journal contents.*

Changing or Erasing the Department Code

If you have to change or erase any of the Department Codes, follow the steps below.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 4GHI SET

```
ENTER ACCESS CODE
                ■■■■
```

3 If you set the Access Code to restrict the Fax Parameters settings, the unit prompts you to Input the Access Code.

Input the Access Code and press [SET].

```
FAX PARAMETER(1-99)
        NO.=■
```

4 7PQRS 7PQRS SET

```
77 DEPARTMENT CODE
 2:VALID
```

5 SET

```
DEPT. CODE    (01-50)
ENTER NO. OR ∨ ∧
```

6 Enter the Department Code number you wish to change or erase.

Ex: ① ② (01 to 50)

```
INPUT DEPT. NAME
12 PANASONIC SALES
```

7 CLEAR

then enter a new NAME. (See Note 1)

Ex: [P][A][N][A][F][A][X] [MONITOR] [S][A][L][E][S]

or just go to step 10 to erase the Department Code.

```
INPUT DEPT. NAME
12 ▮
```

```
INPUT DEPT. NAME
12 PANAFAX SALES■
```

8 SET

```
INPUT DEPT. CODE
                1234
```

9 CLEAR

Then enter a new Department Code.

Ex: ⑤ ⑥ ⑦ ⑧

```
INPUT DEPT. CODE
                ■■■■
```

```
INPUT DEPT. CODE
                5678
```

Changing or Erasing the Department Code

10 SET

```
INPUT DEPT. CODE
13 ▮
```

To change or erase another Department Code, repeat steps 6 to 10.

To return to standby, press [STOP].

NOTE

1. *If you make a mistake, use [◀] or [▶] to move the cursor beyond the incorrect character, press [CLEAR] then re-enter the correct Department Name.*

Sending a Document with Department Code

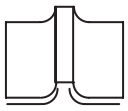
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

① Place a book or an original face down on the Platen Glass.

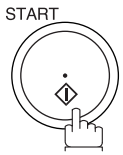
② Press [ORIGINAL SIZE] to select the original size.

2 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered (up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered
  (For details, see pages 39 to 43.)

```
<01>(Station name)
5551234
```

Ex: [01]

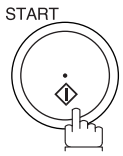
3 


```
INPUT DEPT. CODE
                ■■■■
```

4 Enter a 4-digit Department Code.

Ex: ① ② ③ ④

```
INPUT DEPT. CODE
                1234
```

5 

The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

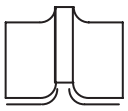
Sending a Document with Department Code (Voice Mode Transmission)

1a

Place original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

or

1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 Lift the optional handset or the external telephone or press [MONITOR].

Ex: Press [MONITOR]

```
INPUT DEPT. CODE
                ■■■■
```

3 Enter a 4-digit Department Code.

Ex: ① ② ③ ④

```
INPUT DEPT. CODE
                1234
```

4

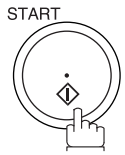

```
* MONITOR *
■
```

5 Dial the telephone number from the keypad.

Ex: ⑤ ⑤ ⑤ ① ② ③ ④

```
* DIALLING *
5551234■
```

6 When you hear a beep,

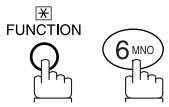



```
ON LINE * XMT *
```

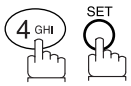
The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

Printing a Department Code List

The Department Code List will be printed following the Fax Parameter List.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2 


```
* PRINTING *
FAX PARAMETER LIST
```

Sample Department Code List (Prints following the Fax Parameter List

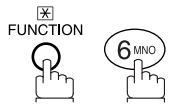
```
*************** -FAX PARAMETER LIST- ************** DATE 15-MAR-2002 ***** TIME 15:00 *** P.02

          DEPARTMENT CODE LIST

       (1)           (2)                          (3)
      NUMBER        DEPARTMENT NAME              DEPARTMENT CODE

      01            Panafax Sales                0001
      02            Panafax Service              0002
      03            Panafax Accounting           0003
      (             (                            (
      )             )                            )
      50            Panafax Engineering          0050



                                                    -PANASONIC                -
********************************** -HEAD OFFICE  - ********* -      201 555 1212 - ********
```

Explanation of Contents

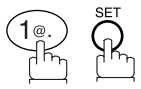
(1)	Department Code Number	01-50
(2)	Department Name	Up to 25 characters
(3)	Department Code	4 digits

Printing a Department Code Journal

When the Department Code is set, the Transaction Journal will be sorted by the Department Code number when it is printed. All contents of the Journal will be erased automatically after being printed.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2 


```
JOURNAL
1:PRINT 2:VIEW
```

3


```
* PRINTING *
JOURNAL
```

Sample Department Code Journal / Originated Calls

```
*************** -JOURNAL- ************************ DATE 15-MAR-2002 ***** TIME 15:00 *** P.01

          ORIGINATED CALLS
          MAR-13 TO MAR-15 (1)
           (2)                    (3)
          TOTAL PAGES = 000038   TOTAL TIME = 00:23:56

(4)    (5)
 01: Panafax Sales
--------------------------------
NO.  COMM. PAGES   FILE  DURATION  X/R   IDENTIFICATION       DATE    TIME      DIAGNOSTIC

01    OK   005           00:05:13  XMT   ☎ 5551234            13-MAR  15:10   C0044903C0000
21    OK   021/021  019  00:10:15  FWD   FAX FORWARD          13-MAR  18:10   C0044903C0000
           (6)                    (7)
          TOTAL PAGES = 000026   TOTAL TIME = 00:15:28

 02: Panafax Service
--------------------------------
NO.  COMM. PAGES   FILE  DURATION  X/R   IDENTIFICATION       DATE    TIME      DIAGNOSTIC

19    OK   001/001  017  00:00:13  XMT   ☎ 5551234            14-MAR  10:10   C0044903C0000
30    OK   011/011  045  00:08:15  XMT   SERVICE DEPT.        15-MAR  13:10   C0044903C0000

          TOTAL PAGES = 000012   TOTAL TIME = 00:08:28

                                                    -PANASONIC              -
********************************** -HEAD OFFICE  - ********* -      201 555 1212 - ********
```

Printing a Department Code Journal

Sample Department Code Journal / Received Calls

```
*************** -JOURNAL- ************************ DATE 15-MAR-2002 ***** TIME 15:00 *** P.02

          RECEIVED CALLS
          13-MAR TO 15-MAR (1)
           (2)                    (3)
          TOTAL PAGES = 000011   TOTAL TIME = 00:13:41

NO.  COMM. PAGES   FILE  DURATION  X/R   IDENTIFICATION       DATE    TIME      DIAGNOSTIC

55    OK   005           00:05:13  RCV   4445678              13-MAR  12:10   C0044903C0000
56    OK   005/005  020  00:08:15  PLD   111 222 333          13-MAR  19:15   C0044903C0000


70    OK   001      017  00:00:13  RCV   44567345             14-MAR  10:10   C0044903C0000


                                                    -PANASONIC               -
********************************** -HEAD OFFICE  - ********* -      201 555 1212 - ********
```

Explanation of Contents

(1) Period date of this journal
(2) Number of total pages transmitted/received for this machine.
(3) Total transmitted/received time for this machine.
(4) Department Code Number 01-50
(5) Department Name
(6) Number of total pages transmitted/received for this department.
(7) Total transmitted/received time for this department.

Password Communications

General Description

Password Communications, including Password Transmission and Password Reception will prevent your machine from sending a fax to a wrong station or receiving a fax from an unauthorized stations. You can set Password Transmission and Password Reception independently, or both together.

To use Password Transmission, you must set a 4-digit transmission password in advance. The password must be shared with other compatible Panasonic machine(s). If the transmission password in your machine does not match the transmission password in the other compatible Panasonic machine(s), the transmission will fail. You can select password transmission by setting Function 8-4 (PASSWORD-XMT) to "**ON**" when you send a document.

To use Password Reception, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panasonic machine(s). If the password in your machine does not match the receiving password in the other compatible Panasonic machine(s), the reception will fail. Once you set password reception and set the parameter to "**ON**", it stays until you change the setting to "**OFF**".

Compatibility with Other Machines

You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

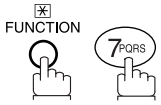
- DF-1100
- DF-1810F
- DP-2000
- DP-2500
- DP-3000
- DP-3510
- DP-4510
- DP-6010
- DX-600
- DX-800
- FP-D250F
- FP-D350F
- UF-160
- UF-160M
- UF-170
- UF-260
- UF-270
- UF-270M
- UF-280M
- UF-300
- UF-312
- UF-322
- UF-550
- UF-560
- UF-585
- UF-590
- UF-595
- UF-650
- UF-733
- UF-744
- UF-745
- UF-750
- UF-750D
- UF-755
- UF-755e
- UF-766
- UF-770
- UF-788
- UF-790
- UF-880
- UF-885
- UF-890
- UF-895
- UF-990
- UF-M500

Setting Password Transmission

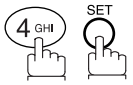
To set the transmission password and parameter,

Make sure that the FAX/EMAIL lamp is ON. If not, press

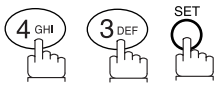
to select the "FAX/EMAIL" mode.

1 


```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
      NO.=
```

3 


```
43 PASSWORD-XMT
                ■■■■
```

4 Enter a 4-digit Transmission Password.
Ex: ① ② ③ ④ and press [SET]

```
43 PASSWORD-XMT
 1:OFF          1234
```

5

for “OFF” (password is not checked)

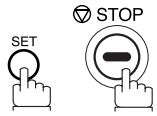
or

```
43 PASSWORD-XMT
 1:OFF          1234
```

or

for “ON” (password is checked)

```
43 PASSWORD-XMT
 2:ON           1234
```

6 

NOTE

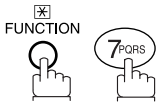
1. *You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 106 for details.*
2. *To change the password, press [CLEAR] in step 4. Then re-enter a new one.*

Setting Password Reception

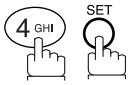
To set receiving password and parameter,

Make sure that the FAX/EMAIL lamp is ON. If not, press

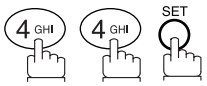
to select the "FAX/EMAIL" mode.

1 


```
SET MODE          (1-4)
ENTER NO. OR ∨ ∧
```

2 


```
FAX PARAMETER(1-99)
        NO.=
```

3 


```
44 PASSWORD-RCV
                ■■■■
```

4 Enter a 4-digit Transmission Password.

Ex: ① ② ③ ④ and press SET

```
44 PASSWORD-RCV
 1:OFF          1234
```

5

for “OFF” (password is not checked)

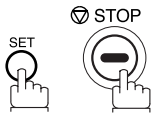
```
44 PASSWORD-RCV
 1:OFF          1234
```

or

or

for “ON” (password is checked)

```
44 PASSWORD-RCV
 2:ON           1234
```

6 

NOTE

1. *Once you set the parameter, you cannot select the parameter, “**OFF**” or “**ON**”, for each reception. It is always “**OFF**” or “**ON**” until you change the setting.*
2. *To change the password, press* CLEAR *in step 4. Then re-enter a new one.*

Using Password Transmission

To use Password Transmission, you can select PASSWORD-XMT “OFF” or “ON” for each Transmission by following the procedure below.

Make sure that the FAX/EMAIL lamp is ON. If not, press

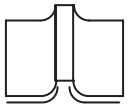
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

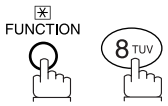
Place original(s) face up on the ADF.

or

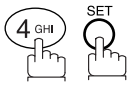
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
SELECT MODE     (1-5)
ENTER NO. OR ∨ ∧
```

3 


```
PASSWD-XMT=OFF
1:OFF 2:ON
```

4

for “OFF” (password is not checked)

```
PASSWD-XMT=OFF
1:OFF 2:ON
```

or

or

for “ON” (password is checked)

```
PASSWD-XMT=ON
1:OFF 2:ON
```

5


```
ENTER STATION(S)
THEN PRESS START
```

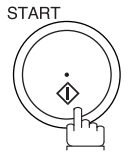
6 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press [SET] after each station is entered
  (Up to 30 stations)
- Directory Search Dialling, press [SET] after each station is entered
  (For details, see page 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

Using Password Transmission

7 

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the document.
When transmission is completed, PASSWORD-XMT returns to standard setting ("**OFF**" or "**ON**").

Using Password Reception

There is no additional operation required once you set the parameter by following the procedure on page 105. The parameter, "**OFF**" or "**ON**", cannot be selected for each reception. It is always "**OFF**" or "**ON**" until you change the setting.

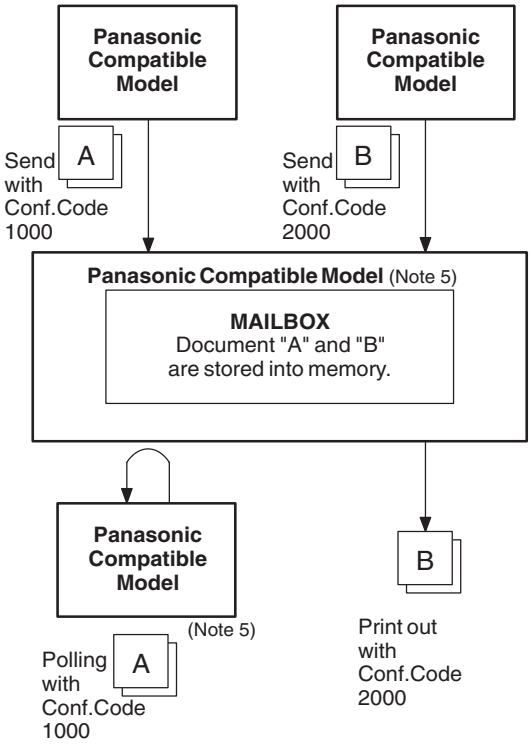
Confidential Mailbox

General Description

Your machine is equipped with two Confidential Communication features which ensure that the Confidential information you send is received only by the person with the correct confidential code.

Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code into memory. These documents can only be printed by the person who has the correct confidential code.



Compatibility with Other Machines

Table 1 shows a list of compatible Panasonic models which have the Confidential Mailbox feature. It also shows whether or not special settings are required.

Confidential Mailbox Requirement

Compatible Panasonic Models								
DF-1100	DP-1810F	DP-2000	DP-2500	DP-3000	DP-3510	DP-4510	DP-6010	DX-600
DX-800	UF-280M	UF-312	UF-322	UF-332	UF-333	UF-342	UF-344	UF-550
UF-560	UF-585	UF-595	UF-733	UF-744	UF-745	UF-755	UF-755e	UF-766
UF-770	UF-788	UF-790	UF-880	UF-885	UF-890	UF-895	UF-990	

NOTE

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 20 Mailbox files can be stored in memory. So, you can receive the confidential fax using 20 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *We recommend that optional flash memory card be installed when this function is used. See the Operating Instructions (For Copier) page 51.*
5. *If confidential faxes were received in the mailbox of UF-733, you cannot poll those documents. The UF-733 is designed to print out the received confidential document locally only.*

Sending a Confidential Document to a Remote Station's Mailbox

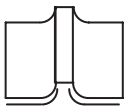
Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

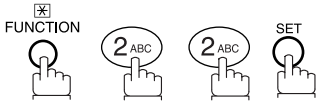
Place original(s) face up on the ADF.

or

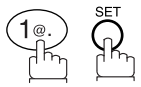
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

3 


```
CONFIDENTIAL XMT
  CONF. CODE=■■■■
```

4 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
CONFIDENTIAL XMT
  CONF. CODE=2233
```

5

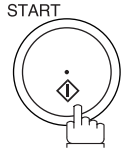

```
ENTER STATION
THEN PRESS START
```

6 Dial by any one of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex: [01]

```
<01>(Station name)
5551234
```

7 

If necessary, inform the receiving person and tell them the Confidential Code.

Polling a Confidential Document from a Remote Station's Mailbox

After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station by following the procedure below.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 2 ABC 2 ABC SET

```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

2 2 ABC SET

```
CONFIDENTIAL POLL
  CONF. CODE=■■■■
```

3 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
CONFIDENTIAL POLL
  CONF. CODE=2233
```

4 SET

```
ENTER STATION
THEN PRESS START
```

5 Dial by any one of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex: 01

```
<01>(Station name)
5551234
```

6 START

Receiving a Confidential Document to Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows the following message (CONF. RCV REPORT) and prints out the Confidential Receive Report.

```
MESSAGE IN MAIL BOX
```

Sample CONF. RCV Report

```
*************** -CONF. RCV REPORT- ***************** DATE 15-MAR-2002 ***** TIME 15:00 ********

             ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

   (1)           (2)                          (3)                    (4)
   FILE NO.      RECEIVED FROM                PAGES                  TIME RECEIVED

      040        PANAFAX                       001                   15-MAR 15:00

                                                              -PANASONIC                -

***********************************  -HEAD OFFICE     - ***** -        201 555 1212- *********
```

Explanation of Contents

(1) File number : 001 to 999
(2) Received remote station's ID : Character ID or Numeric ID
(3) Number of pages received
(4) Received date and time

NOTE

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 20 Mailbox files can be stored in memory. So, you can receive the confidential fax using 20 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *You can verify whether the unit has received a confidential fax by printing out the File List. (See page 78)*

Storing a Confidential Document in Your Machine's Mailbox

Use the following procedure to store a document in a confidential mailbox in your machine. Once the confidential document is stored in your machine, it can be polled by another machine.

Make sure that the FAX/EMAIL lamp is ON. If not, press

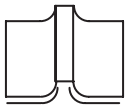
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

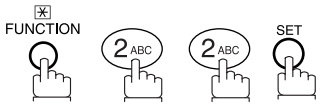
Place original(s) face up on the ADF.

or

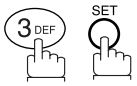
1b 

① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 


```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

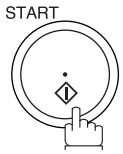
3 


```
CONFIDENTIAL POLLED
  CONF. CODE=■■■■
```

4 Enter a 4-digit Confidential Code.

Ex: ②②③③

```
CONFIDENTIAL POLLED
  CONF. CODE=2233
```

5 


```
* STORE *      NO.002
      PAGES=001  01%
```

The document(s) will be stored into memory.
If necessary, inform the receiving party of the confidential document and tell them the confidential code needed to poll the document.

NOTE

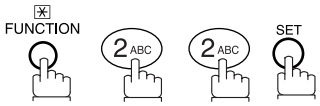
1. *The confidential file will be erased automatically after being polled.*
   If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 42 (CONF. POLLED FILE SAVE) to "Valid".

Printing Out a Confidential Document from Your Machine's Mailbox

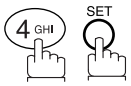
After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

2 


```
PRINT CONF. FILE
  CONF. CODE=■■■■
```

3 Enter the Confidential Code of the document you want to print out.

Ex: ② ② ③ ③

```
PRINT CONF. FILE
  CONF. CODE=2233
```

4

The machine will print out the confidential documents.

```
* PRINTING *
       PAGE=001/001
```

NOTE

1. *The confidential file will be erased automatically after being printed out even if the setting of Fax Parameter No. 42 (CONF. POLLED FILE SAVE) is changed to "Valid".*

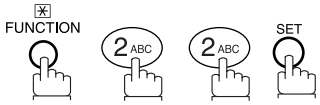
Deleting a Confidential Document Stored in Your Machine's Mailbox

If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure.
There are two types of confidential file deletions, one is to delete the file individually by its Confidential Code, and the other is to delete all confidential files in memory.

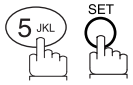
To delete a file using Confidential Code

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

2 


```
DELETE CONF. FILE
  CONF. CODE=■■■■
```

3 Enter a 4-digit Confidential Code.
Ex: ② ② ③ ③

```
DELETE CONF. FILE
  CONF. CODE=2233
```

4

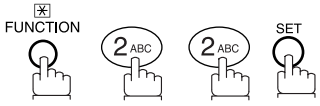

```
* DELETING *
  CONF. CODE=2233
```

Deleting a Confidential Document Stored in Your Machine's Mailbox

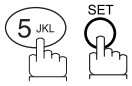
To delete all confidential files in memory

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

2 


```
DELETE CONF. FILE
  CONF. CODE=■■■■
```

3


```
DELETE ALL CONF.
 FILES? 1:YES 2:NO
```

4

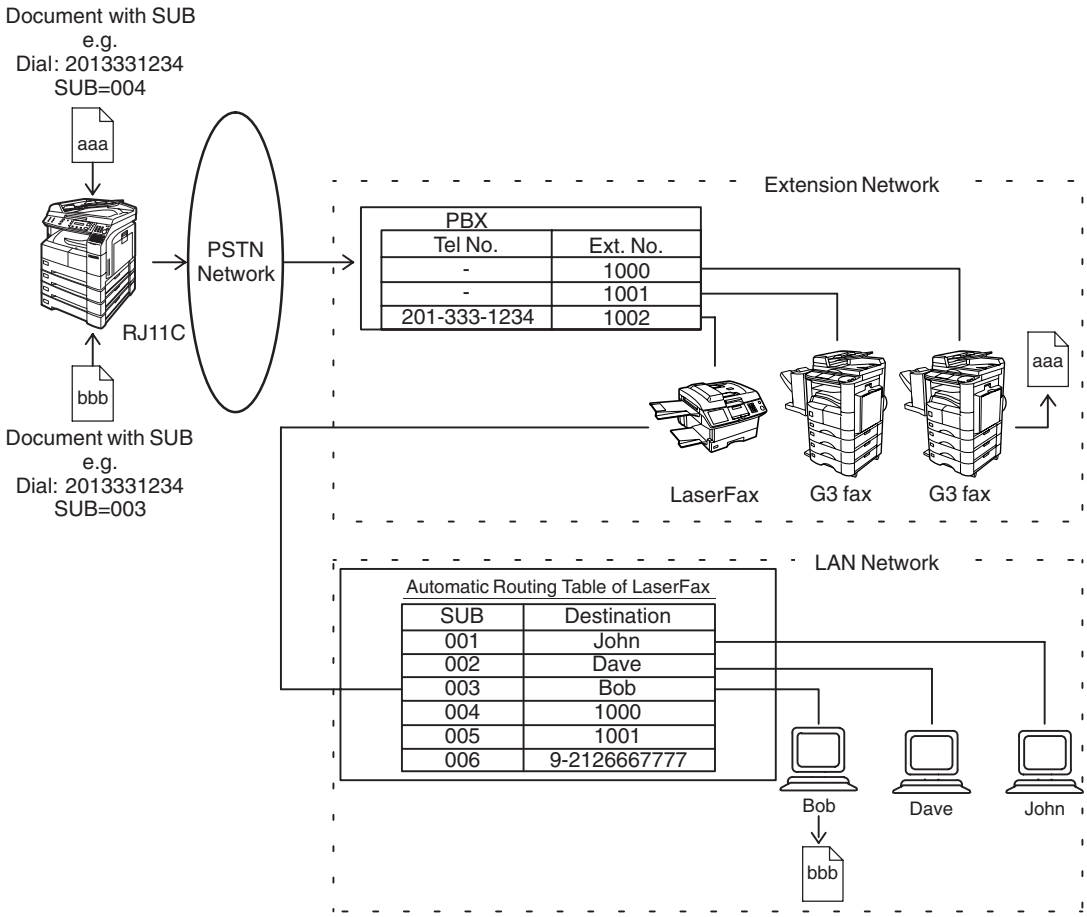

```
* DELETING *
  ALL CONF. FILES
```

Sub-Addressing

General Description

The Sub-Addressing function allows you further routing, forwarding or relaying of document(s) to the desired recipient(s) when used in combination with the Networking version of HydraFax/LaserFAX software. This function conforms to the ITU-T recommendation for T. Routing-Facsimile Routing utilizing the Sub-Address.

Example of a Network



Compatibility with Other Machines

- Sub-Addressing Transmission: DF-1100/DP-135FP/150FP/150FX/DP-1810F/2000/2500/3000/3510/4510/6010/DX-600/800/1000/2000/FP-D250F/D350F/UF-332/333/342/344/490/550/560/585/595/770/788/790/880/885/890/895/990 (see Note 2)
- Sub-Addressing Reception: DX-600/800/1000/2000 and DF-1100/UF-342/344/550/560/585/595/770/788/880 with PC Interface using the Networking version of HydraFax/LaserFAX software.

Sub-Addressing Transmission Methods

You can send a document with Sub-Address information to the desired recipient by the following methods.

- By registering the Sub-Address information into One-Touch/ABBR. Dialling Numbers.
- By specifying the Sub-Address information in the Manual Number Dialling Mode.

Setting of Routing, Forwarding or Relaying

You can customize the Automatic Routing to any combination of LAN (Local Area Network), PSTN (Public Switched Telephone Network) or PBX Extension with HydraFax/LaserFAX Routing Table (please refer to the HydraFax/LaserFAX User Manual).

NOTE

1. *HydraFax and LaserFAX are trademarks of Wordcraft International Ltd.*
2. *UF-788 with PC Interface Option or the Option ROM installed.*

To set the Sub-address into a One-Touch/ABBR. Dialling Numbers

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION 7PQRS 2ABC SET

```
1:ONE-TOUCH
2:ABBR NO.
```

2 1@. to select “One-Touch”.

or

2ABC to select “ABBR.NO.”.

Ex: (1)

```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

3 **Ex:** 01

```
<01>
ENTER TEL. NO.
```

4 Enter the telephone number, press FLASH then enter the Sub-address. (Up to 20 digits)
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-address)
Ex: Telephone number = 5551234, Sub-address =2762

Enter as: (5)(5)(5)(1)(2)(3)(4)
FLASH (2)(7)(6)(2)

```
<01>
5551234s2762
```

5 SET

Enter the station name. (See page 23)

```
<01> SALES DEPT
5551234s2762
```

6 SET STOP

NOTE

1. FLASH *separates the Sub-address from the Telephone number and is indicated by an "s" in the display.*

To send a Document with Sub-address

Using One-Touch/ABBR. Number Dialling

The operation is the same as for normal dialling

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

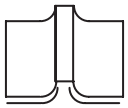
1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b



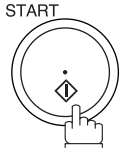
① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 **Ex:** 01

```
<01>(Station name)
5551234s2762
```

3




```
* STORE *      NO.001
       PAGES=001  01%
```

The document is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

To send a Document with Sub-address

Using Manual Number Dialling

Use [FLASH] to separate the Telephone number and the Sub-address.

Make sure that the FAX/EMAIL lamp is ON. If not, press

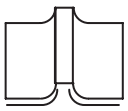
to select the "FAX/EMAIL" mode.

1a

```
ENTER STATION(S)
THEN PRESS START 00%
```

Place original(s) face up on the ADF.

or

1b 

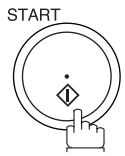
① Place a book or an original face down on the Platen Glass.

② Press [ORIGINAL SIZE] to select the original size.

2 Enter the telephone number, press [FLASH] then enter the Sub-address (up to 20 digits).
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-address)
Ex: Telephone number = 5551234, Sub-address =2762

Enter as: ⑤⑤⑤①②③④
[FLASH] ②⑦⑥②

```
TEL. NO.
5551234s2762
```

3 


```
* STORE *      NO.001
       PAGES=001  01%
```

The document is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

NOTE

1. [FLASH] *separates the Sub-address from the Telephone number and is indicated by an "s" in the display.*
2. *Manual Off-Hook or On-Hook Dialling cannot be used with the Sub-addressing Transmission.*
3. *The Sub-address is not transmitted during Manual Redial Mode.*

memo

General Description

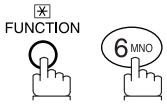
To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/Abbreviated/Directory Search No. List, Program List, Fax Parameter List, Directory Sheet and File List.

Transaction Journal

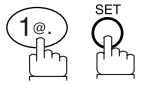
The "Journal" is a record of the last 100 transactions (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 100 transactions (See Note 1) or you can print or view it manually by using the following procedure:

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2 


```
JOURNAL
1:PRINT 2:VIEW
```

3a

for printing a Journal

```
* PRINTING *
JOURNAL
```

3b

for viewing a Journal

```
JOURNAL VIEW
1:XMT ONLY 2:ALL
```

4 Select the viewing mode.

① to view transmission transactions only

② to view all transactions

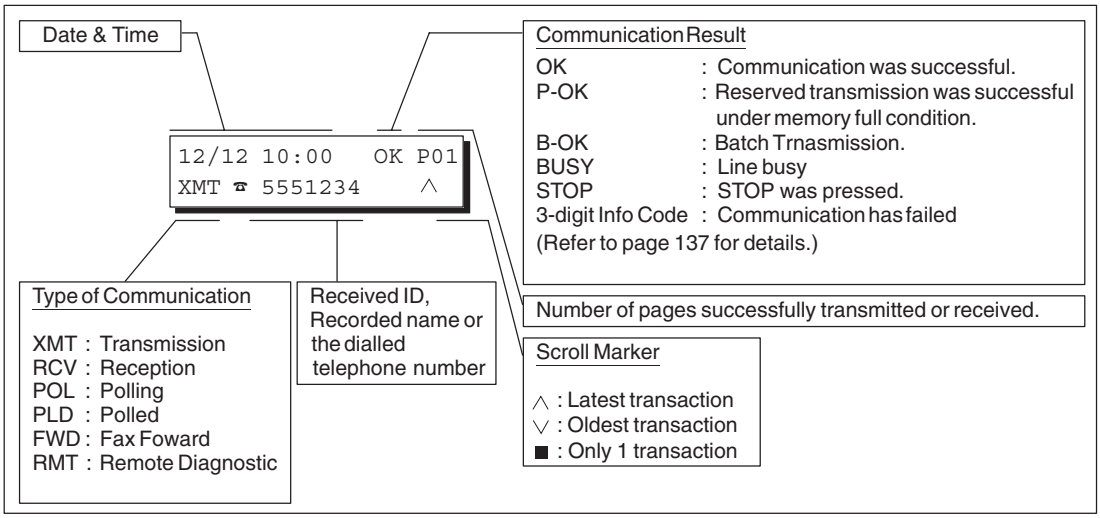
Ex: ②

You can view the transactions in the journal by pressing ▼ or ▲. Press STOP to return to standby.

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH RECORD
```

Transaction Journal

Sample Transaction Journal


Date & Time
Communication Result
OK : Communication was successful.
P-OK : Reserved transmission was successful under memory full condition.
B-OK : Batch Trnasmission.
BUSY : Line busy
STOP : STOP was pressed.
3-digit Info Code : Communication has failed
(Refer to page 137 for details.)
12/12 10:00 OK P01
XMT ☎ 5551234 ∧
Type of Communication
XMT : Transmission
RCV : Reception
POL : Polling
PLD : Polled
FWD : Fax Foward
RMT : Remote Diagnostic
Received ID, Recorded name or the dialled telephone number
Number of pages successfully transmitted or received.
Scroll Marker
∧ : Latest transaction
∨ : Oldest transaction
■ : Only 1 transaction

NOTE

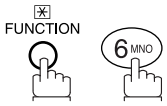
1. *If you wish to disable the automatic print out of the Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 29)*

Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains the information on the latest transmission.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2


```
6:IND. XMT JOURNAL?
PRESS SET TO PRINT
```

3


```
* PRINTING *
IND. XMT JOURNAL
```

Individual Transmission Journal (IND. XMT JOURNAL)

Sample Transaction Journal

```
                                                    (1)                    (2)
***************** -JOURNAL- ************************ DATE 15-MAR-2002 ***** TIME 15:00 *********

  (3)  (4)   (5)      (6)   (7)          (8)   (9)                 (10)     (11)       (12)
  NO.  COMM. PAGES    FILE  DURATION     X/R   IDENTIFICATION      DATE     TIME       DIAGNOSTIC

  01    OK   005/005        00:00:22     XMT   SERVICE DEPT.       14-MAR   17:35      C0044903C0000
             002/002  001
             003/003  002
  02    OK   003        003  00:01:17     RCV   111 222 333         14-MAR   17:41      C0044903C0000
  03    OK   001        004  00:00:31     XMT   ACCOUNTING DEPT.    14-MAR   17:50      C0044903C0000
  04   630   000/005    005  00:00:00     XMT   ☎ 342345676         14-MAR   17:57      0800420000000
  05  STOP   000        006  00:00:34     XMT   ☎ 12324567          14-MAR   18:35      0210260200000
  06    OK   001/001    007  00:00:20     XMT   ☎ 44567345          14-MAR   18:44      C8044B03C0000
  07   408  *003        008  00:02:14     XMT   ☎ 2345678           14-MAR   18:55      0040440A30080

   ⎛    ⎛    ⎛    ⎛    ⎛    ⎛    ⎛

  48    OK   002/002  049  00:00:31     XMT   ☎ 0245674533        15-MAR   08:35      C8044B03C1000
  49    OK   003/003  050  00:01:32     XMT   ☎ 0353678980        15-MAR   08:57      C8044B03C1000

                                                    (13)
                                                    -PANASONIC                      -
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                                  (15)                                  (14)
```

Individual Transmission Journal (IND. XMT JOURNAL)

Sample Individual Transmission Journal (IND. XMT JOURNAL)

```
                                                    (1)                    (2)
************** -IND. XMT JOURNAL-  ***************** DATE 15-MAR-2002 ***** TIME 15:00 *********

(10)(11)       DATE/TIME    = 15-MAR-2002 09:00

      (3)      JOURNAL No.  = 21

      (4)      COMM. RESULT = OK

      (5)      PAGE(S)      = 001

      (6)      FILE No.     = 010

      (7)      DURATION     = 00:00:16

     (16)      MODE         = MEMORY/TRANSMISSION

     (17)      DESTINATION  = [001] / 555 1234 /ABCDEFG

     (18)      RECEIVED ID  =

     (19)      RESOLUTION   = STD

                                                 (13)
                                                 -PANASONIC                 -

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                              (15)                              (14)
```

Individual Transmission Journal (IND. XMT JOURNAL)

Explanation of Contents

(1)	Printout date	
(2)	Printout time	
(3)	Journal number	
(4)	Communication result	"OK" indicates that the communication was successful. "BUSY" indicates that the communication has failed because of busy line. "STOP" indicates that **STOP** was pressed during communication. "B-OK" indicates that the Batch Transmission was successful. (All batched files are listed below the batched transaction.) "M-OK" indicates that the substitute reception message in memory was not printed out. "P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Relayed XMT or Confidential Communication was successful. "3-digit Info Code (See page 137) indicates that the communication has failed.
(5)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted. Asterisk "*" indicates that the quality of some received copies was poor.
(6)	File number	001 to 999 (If the communication is stored into memory, a file number is assigned for each communication.)
(7)	Duration of communication	
(8)	Type of communication	"XMT" means Transmission "RCV" means Reception "POL" means Polling "PLD" means Polled "FWD" means Fax Forward "RMT" means Remote Diagnostic
(9)	Remote station identification	Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID. ☎ number : Dialled telephone number. Number : Remote station's ID number.
(10)	Communication date	
(11)	Communication Start time	
(12)	Diagnostic	For service personnel only
(13)	Own LOGO	Up to 25 characters
(14)	Own ID number	Up to 20 digits
(15)	Own Character ID	Up to 16 characters
(16)	Type of communication	Transmission or memory transmission
(17)	Destination	If a One-Touch or ABBR was used for the transmission: One-Touch or ABBR. No./Telephone Number/Recorded Name If not : Telephone number
(18)	Received remote station's ID	Character ID or ID number
(19)	Resolution	"STD" means standard resolution "FINE" means fine resolution "S-FINE" means super fine resolution

Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Inc. only) in Function 8-1 or Fax Parameter No. 12.

Sample COMM. JOURNAL

********** - COMM. JOURNAL - ********** DATE 15-MAR-2002 **** TIME 15:00 ********

(1) MODE = MEMORY TRANSMISSION *(2)* START=15-MAR 14:50 *(3)* END=15-MAR 15:00

FILE NO.= 050 *(4)*

(5) STN NO.	*(6)* COMM.	*(7)* ONE-TOUCH/ ABBR NO.	*(8)* STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	*(9)* PAGES	*(10)* DURATION
001	OK	<01>	SERVICE DEPT.	001/001	00:01:30
002	OK	<02>	SALES DEPT.	001/001	00:01:25
003	407	<03>	ACCOUNTING DEPT.	000/001	00:01:45
004	BUSY	☎	021 111 1234	000/001	00:00:00

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THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH25 8ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd

variations of print density
cause the photocell to generate an analogous electrical video signal.
This signal is used to modulate a carrier, which is transmitted to a
remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

Communication Journal (COMM. JOURNAL)

Explanation of Contents

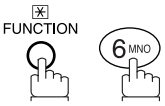
(1)	Indication of communication mode	
(2)	Start time of communication	
(3)	End time of communication	
(4)	File number	001 to 999 (When the communication is stored into memory, a file number is assigned for each communication.)
(5)	Station number	Sequential number of the Stations.
(6)	Communication result	"OK" indicates that the communication was successful. "BUSY" indicates that the communication has failed because of busy line. "STOP" indicates that **STOP** was pressed during communication. "B-OK" indicates that the Batch Transmission was successful. "M-OK" indicates that the substitute reception message in memory was not printed out. "P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Relayed XMT or Confidential Communication was successful. "3-digit Info Code" (See page 137) indicates that the communication has failed. In this case, the machine will print the attached report with first page of your document as shown on the previous page.
(7)	Abbreviated number or ☎ mark	☎ mark indicates dialled by direct number dial.
(8)	Recorded name in One-Touch, ABBR. or direct dialling number	
(9)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of Communication	

One-Touch/Abbreviated and Directory Search List

To print a One-Touch/Abbreviated Number and Directory Search List of the telephone numbers you have stored.

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2


```
2:ONE-TCH/ABBR LIST?
PRESS SET TO PRINT
```

3


```
1:ONE-TOUCH/ABBR NO.
2:DIR. SEARCH
```

4

for One-Touch/ABBR. Number List

```
* PRINTING *
ONE-TOUCH/ABBR LIST
```

for Directory Search List

```
* PRINTING *
DIR. SEARCH LIST
```

One-Touch/Abbreviated and Directory Search List

Sample One-Touch List

```
*************** -ONE-TOUCH LIST- ****************** DATE 15-MAR-2002 ***** TIME 15:00 ***********

(1)                (2)                    (3)
ONE-TOUCH          STATION NAME           TELEPHONE NO.

<01>                SERVICE DEPT.         121 555 1234
<02>                SALES DEPT.           222 666 2345
<03>                ACCOUNTING DEPT       313 333 3456

NO. OF STATIONS = 03 (4)



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```

Sample ABBR. Number List

```
*************** -ABBR. NO. LIST- ****************** DATE 15-MAR-2002 ***** TIME 15:00 ***********

(1)                (2)                    (3)
ABBR. NO.           STATION NAME          TELEPHONE NO.

[001]               ENG. DEPT.            888 555 1234
[002]               PURCHASE DEPT.        999 666 2345
[003]               REGULATION DEPT       777 333 3456

NO. OF STATIONS = 03 (4)



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```

One-Touch/Abbreviated and Directory Search List

Sample Directory Search List

```
*************** -DIR. SEARCH LIST- ****************** DATE 15-MAR-2002 ***** TIME 15:00 *********

(11)  (2)                    (1)        (3)
      STATION NAME           ABBR NO.   TELEPHONE NO.

[A]   ACCOUNTING DEPT        <03>       313 333 3456

[E]   ENG. DEPT.             [001]      888 555 1234

[P]   PURCHASE DEPT          [002]      555 666 2345

[R]   REGULATION DEPT        [003]      777 333 3456

[S]   SALES DEPT.            <01>       121 555 1234

      SERVICE DEPT           <02>       222 666 2345

NO. OF STATIONS = 03 (4)



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```

Explanation of Contents

(1)	One-Touch number or Abbreviated number	<nn>= One-Touch number, [nnn] = Abbreviated number
(2)	Station name recorded in the machine	Up to 15 characters
(3)	Telephone number recorded in the machine	Up to 36 digits
(4)	Number of recorded One-Touch and ABBR. numbers	

Program List

To print a Program List of the Dialling Patterns that you have previously entered into the Program Keys.

Make sure that the FAX/EMAIL lamp is ON. If not, press FAX/EMAIL **to select the "FAX/EMAIL" mode.**

1 FUNCTION, 6 MNO

```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2 3 DEF

```
3:PROGRAM LIST?
PRESS SET TO PRINT
```

3 SET

```
* PRINTING *
PROGRAM LIST
```

Sample Program List

```
*************** -PROGRAM LIST- ****************** DATE 15-MAR-2002 ***** TIME 15:00 **********

 (1)        (2)                  (3)        (4)       (5)
 PROGRAM    PROGRAM NAME         TYPE       TIMER     ABBR NOS.

    [P1]    TIMER XMT            XMT        12:00     [001]
    [P2]    TIMER POLL           POLL       19:00     [002]
    [P3]    PROG. A              POLL       -----     [001] [002]
    [P8]    PROG. B              ABBR/GRP   -----     [001] [002] [003]

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```

Explanation of Contents

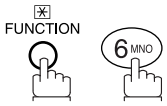
(1)	Program key	
(2)	Program name	Up to 15 characters
(3)	Type of communication	"XMT" indicates transmission. "POLL" indicates polling. "ABBR/GRP" indicates that the Program key is programmed as a group key. "ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.
(4)	Timer	Indicates the starting time. "---- " indicates that the Program key contains "non-deferred" program.
(5)	Numbers recorded in the program	One-Touch/ABBR. numbers

FAX Parameter List

To Print a FAX Parameter List:

Make sure that the FAX/EMAIL lamp is ON. If not, press

to select the "FAX/EMAIL" mode.

1 


```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2


```
4:FAX PARA. LIST?
PRESS SET TO PRINT
```

3


```
* PRINTING *
FAX PARAMETER LIST
```

Sample FAX Parameter List

```
*************** -FAX PARAMETER LIST- ************** DATE 15-MAR-2002 ***** TIME 15:00 ********

(1)          (2)                    (3)                                    (4)          (5)
PARAMETER    DESCRIPTION            SELECTION                              CURRENT      STANDARD
 NUMBER                                                                    SETTING      SETTING

(7)
   001       CONTRAST    (HOME)     (1:Lightest - 3:Normal -   5:Darkest)      3            3
 * 002       RESOLUTION  (HOME)     (1:Standard   2:Fine       3:S-Fine)       2            1
   003       ORIGINAL    (HOME)     (1:Text       2:Text/Photo 3:Photo)        1            1
    |          |                          |                                     |            |
    |          |                          |                                     |            |
   099       MEMORY SIZE (FLASH)                                               (2MB + 4MB)  (6)


                                                    -PANASONIC                 -

********************************** -HEAD OFFICE     - ***** -        201 555 1212- *********
```

Explanation of Contents

(1)	Parameter number		(4)	Current setting	"----" indicates code or password is not set. When the code or password is set, it is shown in parenthesis.
(2)	Description	"(HOME)" means home position setting.	(5)	Standard setting	Factory preset standard setting
(3)	Selection		(6)	Memory size	(Base memory + option memory)
			(7)	Changed setting	"*" indicates that the Factory preset setting was changed.

memo

Troubleshooting

If You Have Any of These Problems

Mode	Symptom	Cause / Action	Page
During Transmission	Document doesn't feed/multiple feed	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through an ADF by consulting the list on "Originals You Cannot Send". If your document has the characteristics listed, use the Platen instead. 3. Check that the document is loaded properly.	33
	Does not stamp	Check Fax parameter No. 04 and No. 28 settings.	29 30
	Stamp too light	Replace stamp or refill ink.	139
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	---
	Transmitted document is blank		
During Reception	: Add Paper	Replenish the recording paper.	---
	Recording paper misfeed	Remove the misfed paper. (See Operating Instructions (for Copier) page 41)	---
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Cassette. Follow the instructions for loading paper.	---
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine.	---
	Document auto reduction doesn't work	Check Print Reduction settings.	61
	: Add Toner	Replace the Toner Bottle.	---
	: No Waste Toner Box	Install the Toner Waste Container.	---

Mode	Symptom	Cause / Action	Page
Communication	No dial tone	1. Check the telephone line connection. 2. Check the telephone line.	140
	No auto answer	1. Check the telephone line connection. 2. Check the Reception mode setting. 3. If the Fax Parameter No. 013 (AUTO JOURNAL PRINT) is set to "Valid" (default setting) and the machine is printing the received document(s) from memory, which also happens to be the 100th transaction, the machine will not auto answer until the Transaction Journal completes printing.	140 60
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find the trouble.	137
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few seconds then turn it on again.	11

Information Codes

When something unusual occurs, the display may show one of the Information Codes listed below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
030	Document is misfeeding.	1. Reload the document properly. 2. Remove the document jam. 3. Adjust ADF.	33
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1. Reload the document properly. 2. Remove the document jam.	33
061	ADF Door (Document Return Guide) is open.	Close the ADF Door.	--
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and send again.	--
401	Remote station required a Receiving Password to receive the document. Remote station does not have Confidential Mailbox.	Check the remote station.	--
402	During initial handshake, communication error occurred.	Reload the document and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in One-Touch or Abbreviated station.	104 105
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	--
410	Communication aborted by the transmitting side.	Check with the other party.	--
411	Polling password does not match.	Check the polling password.	69
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	69
415	Polling transmission error.	Check the polling password.	69
416/ 417/418/ 419	Received data has too many errors.	Check with the other party.	--
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--

Information Codes

Info. Code	Meaning	Action	Page
456	• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions. 1. Not enough space in memory to receive the confidential document. 2. Confidential Mailbox is full. 3. While printing received document. • Unit was requested to relay a document.	1. Print a File List and check the contents. 2. Wait until unit finishes printing.	78
492/493/494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--
501/502	Communication error occurred using the internal V.34 Modem.	Check with the other party.	--
540/541/542/543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553/554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-address transmission to a unit that has no Sub-address function.	Check the remote station.	116
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	116
630	Redial was not successful due to a busy line.	Reload the document and send again.	--
631	During dialling, STOP was pressed.	Reload the document and send again.	--
634	Redial was not successful due to no response from the called station or wrong number dialled. Note: If busy tone was not detected, the machine will only redial once.	Check the telephone number and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	--
870	Memory overflow occurred while storing documents into memory for transmission.	1. Transmit documents without storing into memory. 2. Install Optional Memory Card.	47

NOTE

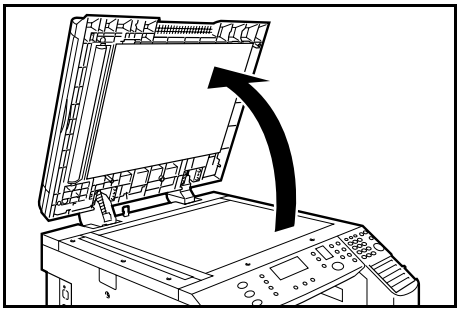
1. After identifying the problem and verifying the recommended action, if the information Codes keep reoccuring or for help on Information Codes that appear on your machine but are not listed above, please contact your local Panasonic Authorized Dealer.
(For mechanical failures, see the Troubleshooting section in the Operating Instructions (For Copier) page 46)

Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced or refilled with ink.

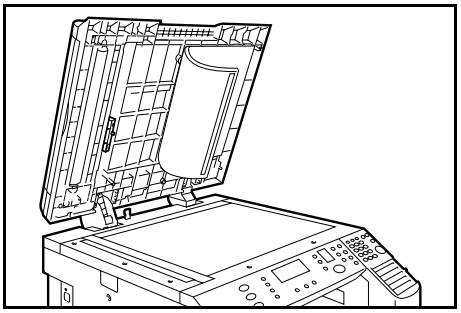
To remove the stamp

1



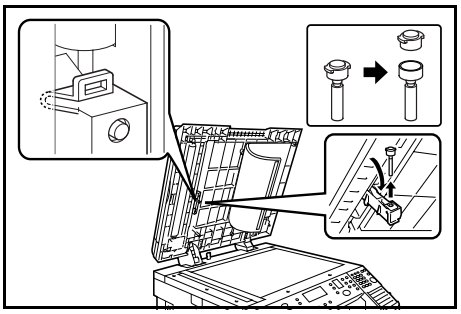
Open the ADF unit.

2



Peel down the Scanning Pad slighty from the left side to expose the Stamp Assembly as illustrated.

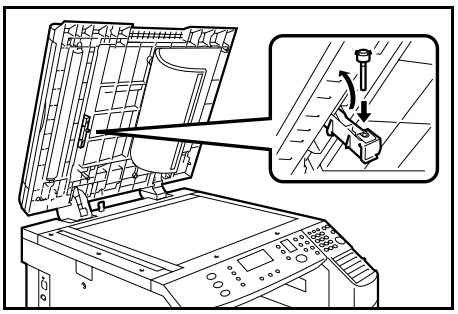
3



1. Remove by pulling the Stamp Assembly upward.

2. Remove the Stamp. Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp.

4



Reinstall the Stamp Assembly.

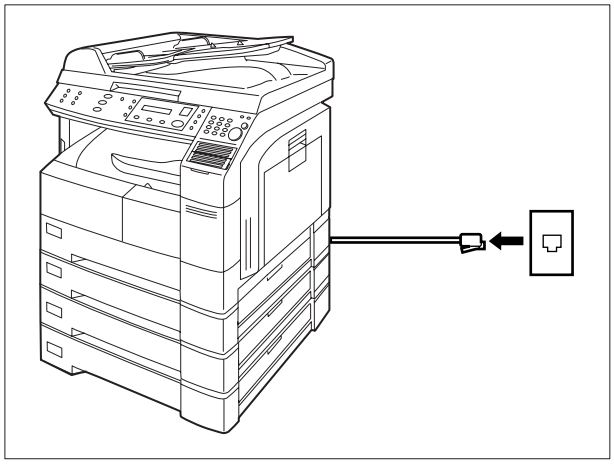
NOTE

1. *Please contact your local Authorized Panasonic Dealer to purchase a new stamp. See page 51 of the Operating Instructions (For Copier) for order number.*

Checking the Telephone Line

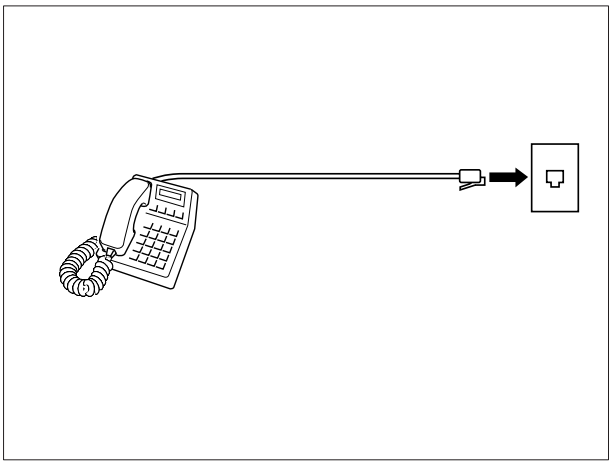
If you do not hear a dial tone when the MONITOR key is pressed or the incoming call does not ring on your machine (No automatic receive).

1



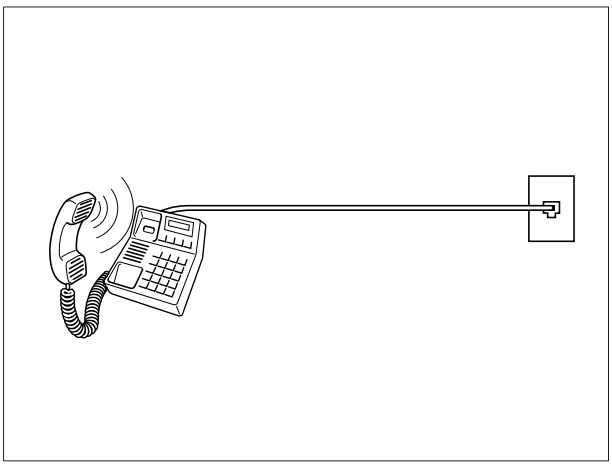
Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.

2



Plug a different regular telephone into the same telephone jack.

3

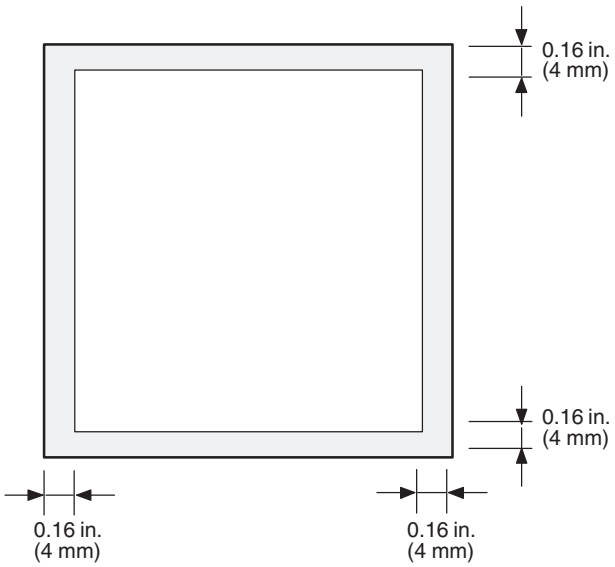


Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

Specifications

Compatibility	ITU-T Group 3
Coding Scheme	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type	ITU-T V.34, V.17, V.33, V.29, V.27 ter and V.21
Modem Speed	33.6 - 2.4 kbps
Document Size	A5 - A3 Max : Platen Glass : A3 ADF : 297 mm (Original's Width) Min : Platen Glass : No Minimum ADF : 14 x 216 mm (A5)
Document Thickness	0.06 mm (45 g/m²) to 0.15 mm (112 g/m²)
ADF Capacity (Automatic Document Feeder)	Up to 50 sheets (A4, A5) Up to 30 sheets (A3)
Scanning Method	Sheet Feeding with CCD type image sensor
Effective Scanning Width	292 mm
Scanner Resolution	**Horizontal** :8 pels/mm :Standard and Fine Resolution :16 pels/mm :Super Fine Resolution **Vertical** :3.85 lines/mm :Standard Resolution :7.7 lines/mm :Fine Resolution :15.4 lines/mm :Super Fine Resolution
Print Margin	

Specifications

One-Touch/Abbreviated Dialling Memory Capacity	160 stations (including 52 One-Touch keys and 8 Program keys) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name
Image Memory Capacity	Base Memory : 120 pages with 2 MB Flash Memory Card : 280 pages with 4 MB Flash Memory Card : 440 pages with 8 MB Flash Memory Card : 760 pages (Based on ITU-T Image No.1 using Standard Resolution)
Power Consumption	(200 V Version, 100 V Version) Normal Operation Mode : Approx. 90 Wh 92 Wh Energy-Saver Mode : Approx. 38 Wh 40 Wh Sleep Mode : Approx. 2.2 Wh 1.5 Wh Maximum : Less than 1.2 kW 1.2 kW

Options and Supplies

The DP-1810F is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and specially selected options and supplies.
Please contact your local Panasonic dealer for availability.

■ For Fax

Part Name	Part No.	Remarks
10/100 Ethernet Interface/Internet Fax Kit	DA-NE200	Internet Fax Communication
Handset Kit	UE-403167	Telephone Handset Kit (For USA and Canada)
	UE-403117	Telephone Handset Kit (For other countries)
Expansion Flash Memory Card	UE-410046	2 MB Flash Memory Card
	UE-410047	4 MB Flash Memory Card
	UE-410048	8 MB Flash Memory Card
Verification Stamp	DZHT000027	X-Stamp (For USA and Canada)
	DZHT000004	X-Stamp (For other countries)

Regulatory Information

CE

Declaration of Conformity (DoC)
"Hereby Matsushita Graphic Communication Systems, Inc./ Panasonic Testing Centre (Europe) GmbH (PTC), declares that this G3 Facsimile equipment is in compliance with the essential requirements and other relevant provisions of the Directive 1999/5/EC"

Hint:
If you want to get a copy of the original DoC of our products which relates to the R&TTE, please contact to our web address: http://doc.panasonic-tc.de.

Network Compatibility
This product, Model DP-1810F-** (** means country suffixes as table below), is designed as to work with an analogue Public Switched Telephone Network (PSTN) in the each country.

**	Country	**	Country	**	Country	**	Country
AA	Austria	AJ	Spain	EE	Italy	AB	U.K./Ireland
AD	Denmark	AM	Switzerland	AR	Belgium	AG	Germany
AF	Finland	AN	Norway	AS	Sweden	YG	Greece
AH	The Netherlands	AP	Portugal	AV	France	EN	Nordic Model

⚠WARNING denotes a potential hazard that could result in serious injury or death.

- Plug power supply cord into ordinary AC outlet before connecting telephone line cord. Disconnect telephone line cord before unplugging power supply cord from AC outlet.
- Disconnect the equipment immediately should it ever suffer physical damage which results in the internal parts becoming accessible in normal use. In this instance users should have the equipment repaired or dispose of.
- If the power supply cord and/or telephone line cord of this equipment are damaged, they must be replaced by the special cords supplied by an authorized Panasonic service centre.

⚠ CAUTION denotes hazards that could result in minor injury or damage to the machine.

- When you know that a thunderstorm is coming, we recommend that you;
  1. Unplug the telephone line cord from the phone jack.
  2. Turn off the power and unplug the power supply cord from AC outlet.
- This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
- The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problem occur, the user is not to contact telecom (telephone company) faults service.

<For U.K Users.>
This appliance is supplied with a moulded three pin mains plug for your safety and convenience.
A 13 amp fuse is fitted in this plug.
Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362.

Check for the ASTA mark or the BSI mark on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.

If a new plug is to be fitted please observe the wiring code as shown below.
If in any doubt please consult a qualified electrician.

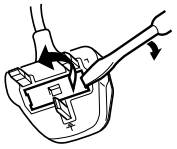
WARNING : THIS APPLIANCE MUST BE EARTHED.

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

Green and Yellow	:	Earth
Blue	:	Neutral
Brown	:	Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured GREEN-AND YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol" ⏚ " or coloured GREEN or GREEN-AND-YELLOW.
The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

How to replace the fuse.
Open the fuse compartment with a screwdriver and replace the fuse.



<For Germany Users>
Machine Noise Information Ordinance 3. GSGV, January 18, 1991: The maximum sound pressure level is equal or less than 70 dB(A) according to ISO 7779.

<For New Zealand Users>
Different characteristics of the equipment at the other end of the call, and/or variations in line conditions, may mean that it will not always be possible to communicate at the higher speeds for which this machine has been designed. Neither Telecom or Panasonic New Zealand can accept responsibility should this situation arise.

IMPORTANT NOTICE
Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use in emergencies.
This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.
Not all telephones will respond to incoming ringing when connected to the extension socket.

<For European Countries>

As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically "power down" after a specified period of non-use. The use of this ENERGY STAR® compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorized Panasonic dealer for more details.

Glossary

ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
Automatic reception	The mode that allows you to receive fax documents without user intervention.
Auto print reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
Batch Transmission	The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.
BPS(Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at each Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities. (Max. Modem Speed is 33.6 kbps)
C.C.I.T.T.	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
Coding scheme	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR) and Modified Modified Read (MMR) coding schemes.
COMM. JOURNAL	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
Confidential RCV Report	The report that gives you information about a confidential document(s) that is held in your machine's memory.
CONTRAST	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
Cover Sheet	A Fax Cover Sheet can be attached to your transmit document(s) that shows the recipient's name, originator's name and number of pages attached.
DDD (Direct Distance Dialling)	A telephone service that allows unassisted dialling, no operator assistance is required.
Deferred polling	The ability to retrieve documents from other stations at a later time.
Deferred transmission	The ability to send documents to other stations at a later time.
Department Code	This operation require the user to input a preset 4-digit Department Code before transmission. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal and Individual Transmission Journal.
Direct Dialling	The method of dialling where you enter the entire telephone number through the keypad.
DTMF(Dual Tone Multi-Frequency)	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.
Duplex Scan	The ability to scan both sides of 2-sided original(s) for transmission.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
End receiving station	In a relay network, the final station designated to receive the document.
FAX Parameter List	The list that contains the home FAX parameters settings that you have programmed into your machine.
File	A task that has been stored into the memory of your unit. Examples are deferred transactions.

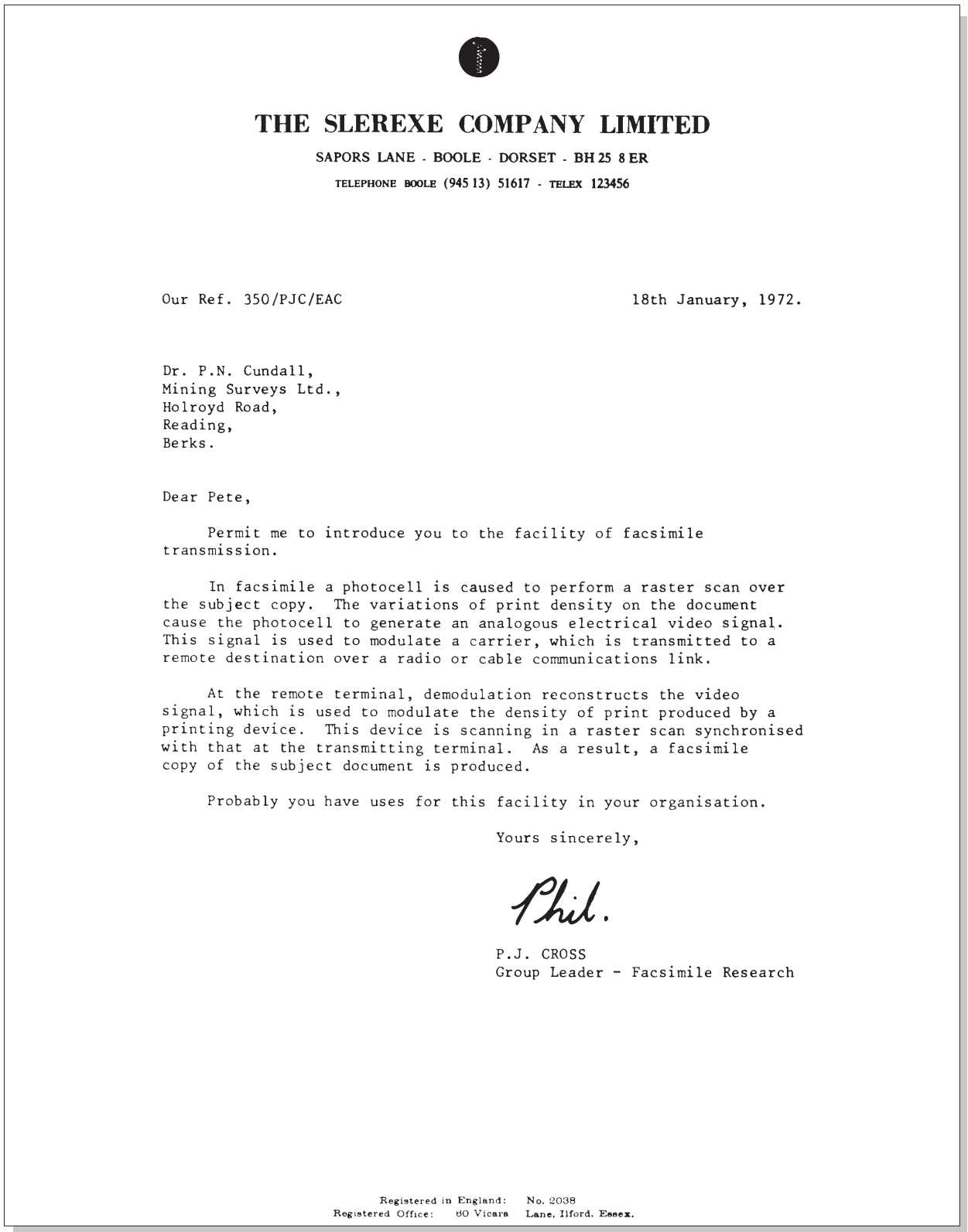
Glossary

Fixed print reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
FUNCTION	The control panel key that will be utilized to begin an operation or configuration of a feature.
G3 mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
Group dialling	The ability to program many telephone numbers into a single station so that many locations can be dialled in sequence utilizing a single keystroke.
Handshaking	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
ITU-T	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
ITU-T Image No.1	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
ID	A programmable address of up to 20 digits identifying your machine.
Image memory capacity	This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
Individual Transmission Journal	A report that is printed by the transmitting unit stating information regarding the last document transaction.
Information code	A code that is internally generated by your Fax stating a specific operational error or machine failure.
Initial sending station	In a relay network, the station that is originating the document transmission.
Journal	A report that is printed by your unit listing the last 100 transactions.
Keypad	A group of numeric keys located on your control panel.
LCD	Liquid Crystal Display. The display area of your machine.
Manual reception	A mode that requires operator intervention to receive an incoming document.
Memory transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Multi-station transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Off-hook dialling	The direct dialling of a telephone number with the handset out of the cradle or "off the hook."
On-hook dialling	The direct dialling of a telephone number with the handset in the cradle or "on the hook."
One-Touch dialling	The ability to dial an entire telephone number by pressing one key.
Overlap Printing	Documents too long to be reduced are automatically printed on two pages with approximately 10 mm overlap.
Panasonic Super Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Photo	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 256 levels of gray in photo mode.
Polling	The ability to retrieve a document from another facsimile machine.
Polling password	A 4-digit programmed code that enables the security of a document being polled.

Print reduction modes	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Program keys	Keys that are defined for storing a sequence of stations to be dialled or polled.
Protocol	A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Receiving password	A 4-digit password that is checked before a document is received.
Relay Transmission Report	A report that contains information regarding the last document transmission to a relay station.
Rotation XMT	The document is set as ( ), the image is rotated by 90º and then transmitted as ( ) .
Selective reception	A function that can be set so that your unit will receive from only those machines programmed into your dialler.
Station name	Alphanumeric ID which can be programmed for each One-Touch dialling and Abbreviated dialling number.
Stored originals	Documents that have been scanned and now are stored in your machine's memory.
Sub-address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-address Password	ITU-T recommendation for additional security that corresponds to the Sub-address.
Substitute memory reception	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
Transmission reservation	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
Transmission password	A 4-digit password that is checked when a document is transmitted.
User parameter	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
Verification stamp	A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
View Mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View Mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

ITU-T Image No. 1

All specifications are based on the ITU-T Image No. 1 (The sample shown below is not to scale).



THE SLEREXE COMPANY LIMITED

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Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

Registered in England: No. 2038
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